

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR EDUCATION AND TRAINING
COMMAND INSTRUCTION 36-2909**

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Personnel

**RECRUITING, EDUCATION,
ACCESSIONS, AND TRAINING
STANDARDS OF CONDUCT**

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This instruction implements AFI 36-2909, *Professional and Unprofessional Relationships*, with an emphasis on recruiting, accessions, training, and education environments. It applies to the following individuals assigned or attached to Air Education and Training Command (AETC) units or participating in AETC-sponsored training or education programs as instructors, staff, trainees, cadets, or students: all active duty members and members of the United States Air Force Reserve (USAFR) and Air National Guard (ANG); Department of Defense (DoD) civilians; Air Force Reserve Officer Training Corps (AFROTC) and Total Force Officer Training (TFOT) cadets; Commissioned Officer Training (COT) and Reserve Commissioned Officer Training (RCOT) Officer Trainees (OT); international military or civilian personnel; and contractor personnel. Finally, it applies to recruiting personnel and Airmen who participate in the Recruiter Assistance Program (RAP). Failure to observe prohibitions and mandatory provisions of this

instruction in paragraphs 3.8, 4.3, 4.5, or 5.3 (or any subparagraphs thereunder) by military personnel is a violation of Article 92 of the Uniform Code of Military Justice (UCMJ) as well as any other applicable article of the UCMJ. Civilian personnel who violate prohibitions or mandatory provisions of paragraphs 3.8, 4.3, 4.5, or 5.3 (or any subparagraphs thereunder) of this instruction are subject to disciplinary or adverse action under AFI 36-704, *Discipline and Adverse Actions*, and civilian criminal or civil sanction. Contractor personnel who violate any prohibition or mandatory provision of this instruction are subject to penalties according to local laws and the terms of the governing contract. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or, alternately, to the Publication OPR, HQ AETC/JAM, for non-tiered compliance items. Attachment 1 contains a glossary of references and supporting information.

(2AF) This supplement implements and extends the guidance of AETCI 36-2909, *Recruiting, Education, Accessions, and Training Standards of Conduct*, 10 July 2017, for 2 AF units and personnel. This supplement describes procedures for alleged misconduct reporting, training of instructors/staff on the requirements of this instruction, Mission-Area Commander (MAC) guidance concerning his areas of responsibility, specifies potential consequences for violation of paragraphs 3.4. and 3.8. (and its subparagraphs), enabling student reporting, and suspension and decertification of instructors. Conduct that violates the prohibitions and mandatory provisions of paragraphs 3.4. and 3.8. and its subparagraphs by military personnel is a violation of Article 92 of the Uniform Code of Military Justice (UCMJ). Violations by military personnel may also subject personnel to discharge in accordance with DoDI 1304.33, *Protecting Against Inappropriate Relations During Recruiting and Entry Level Training*; AFI 36-3206, AFI 36-3207, *Separating Commissioned Officers*; *Administrative Discharge Procedures for Commissioned Officers*; AFI 36-3208, *Administrative Separation of Airmen*; and AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*. Violations by civilian personnel may result in disciplinary or adverse action and/or civilian criminal or civil sanction. Contractor personnel who violate any prohibition or mandatory provision of this instruction are subject to penalties according to local law and the terms of the governing contract. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force; as implemented by AFI 36-2608 and E.O. 9397 (SSN). The applicable SORN F036 AF PC C,

Military Personnel Records System is available at <http://dpclo.defense.gov/privacy/SORNs/SORNs.html>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include articulation of Foundational Principles, definition and role of Mission-Area ACommanders, and revision of guidance on professional and unprofessional relationships to reflect Department of Defense regulations and varied Air Education and Training Command operational environments.

(2AF) This publication has been revised and must be reviewed in its entirety. This publication incorporates AETCI36-2909_2AFSUP_2 AFGM 2017-01 dated 7 July 2017, which provides guidance in accordance with DODI 1304.33 and implements Mission-Area Commander (MAC) guidance for the purpose of setting and maintaining standards in the training environment for Basic Military Training (BMT) trainees and Technical Training students. Changes include the following: **Chapter 2** provides a definition of staff subject to the specific prohibitions and responsibilities set forth in **Chapter 3**; **Chapter 3** provides MAC guidance pertaining to paragraphs 3.3.2.3 and 3.6 (guidance on informal professional interaction, outside-the-classroom mentoring, and team-building activities); 3.3.2.4 (guidance on personal or social contact with initial skills training students who have AFSCs from prior career fields); 3.3.2.5 (guidance on personal or social contact with students participating in higher-level AETC programs); 3.4 (guidance on communications for official and professional purposes); 3.7 (definition of direct training relationships); 3.8.2.1.1.3 and 3.8.2.1.3 (guidance on personal or social contact between recruiters, instructors, and staff and the immediate family members of applicants, recruits, trainees, cadets, and students); 3.8.3.4 (guidance on apartment, house, or other dwelling entry relating to outside-the-classroom mentoring and team-building activities); 3.8.3.6 (guidance on entry into privately-owned vehicles for official business), 3.8.3.7 (guidance on alcohol provision or consumption relating to outside-the-classroom mentoring and team-building activities); 3.8.3.8 (guidance on permissible locations for outside-the-classroom mentoring and team-building activities); 3.8.3.10 (guidance on voluntary donations during official Air Force fundraising campaigns and unit memorabilia sales); and 3.9.2.2.6 (guidance on voluntary donations during official Air Force fundraising campaigns and unit memorabilia sales for activities involving BPC personnel).

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Chapter 1

BACKGROUND

1.1. Foundational Principles.

1.1.1. America's respect and esteem for the Profession of Arms and trust in the United States Air Force make Air Force service an honor and privilege. The Oaths of Enlistment, Commissioning, and Civil Service; Air Force Core Values; and Airman's Creed contain the foundational principles of Air Force service. Each Airman's daily adherence to Air Force standards of conduct reinforces these principles. Every Airman has a duty to act professionally, protect America's honor, and preserve the confidence of the American public. Living by the highest standards of conduct and integrity and pledging to safeguard the dignity, respect, and well-being of all wingmen enables the Air Force to fly, fight, and win in air, space, and cyberspace.

1.1.2. Air Education and Training Command (AETC) Airmen have the opportunity and responsibility to reinforce AETC's trust with the American public, the larger Air Force, and other branches of the armed forces every time a recruit is accessed, a trainee is given foundational skills, or a student is educated. All Airmen assigned to AETC organizations must demonstrate an unwavering commitment to upholding standards of conduct; protecting applicants, recruits, trainees, cadets, and students; and accomplishing the mission.

1.1.3. This instruction recognizes that, in general, applicants, recruits, trainees, cadets, and students occupy unique positions within the Air Force and AETC. When entering into the Air Force—or any culture—individuals are motivated to maintain the esteem of their leaders and membership in the organization. This environment can deter individuals from expressing legitimate complaints against abuses of power and authority. This instruction guards against inappropriate interactions in AETC's recruiting, education, accessions, and training environments.

1.1.4. This instruction also recognizes that unprofessional relationships within AETC may engender actual or perceived bias. Recruiting, education, accessions, and training are competitive environments. Unprofessional relationships may generate concern that members are placing personal objectives over organizational interests or demonstrating favoritism, thereby disrupting good order and discipline. An Airman's first exposure to the Air Force must demonstrate the principle that success occurs on the basis of merit. An Airman's subsequent experience with AETC programs must bolster this value. This instruction guards against actual or perceived bias permeating AETC's recruiting, education, accessions, and training environments.

1.2. Personnel and Activities Subject to This Instruction. AETC personnel and activities subject to this instruction include:

1.2.1. **Instructors and Staff.** DoD, contract, and international personnel—either military or civilian—involved in providing or administering formal AETC training or education programs.

1.2.1.1. **Instructors.** Officer, enlisted, civilian, and contract personnel who design, develop, deliver, and assess learning of AETC trainees, cadets, and students. Instructors include military training instructors (MTI); military training leaders (MTL); technical training instructors (TTI); Officer Training School (OTS) instructors in the Total Force Officer Training, Commissioned Officer Training, and Reserve Commissioned Officer Training programs; Air Force Reserve Officer Training Corps instructors and cadre members; instructor pilots (IP); professional military education (PME) and professional civilian education (PCE) instructors; developmental education instructors; contract instructors; and other instructors of trainees, cadets, and students.

1.2.1.2. **Staff.** Non-instructor personnel assigned to a training or education environment, either permanently or temporarily, who have direct contact with trainees, cadets, or students (for example, medical professionals assigned to a clinic supporting Basic Military Training (BMT); AFROTC administrative assistants and unit admissions officers; and any commanders, superintendents, and first sergeants who have direct contact with trainees, cadets, or students).

1.2.1.2.1. **(Added-2AF)** The term “staff” applies to personnel assigned at and below the Training Group level. Wing commanders may include additional restrictions for members of wing staff.

1.2.1.3. **Installation Support Personnel.** Installation support personnel who do not have direct contact with trainees, cadets, or students are not subject to this instruction.

1.2.1.4. In accordance with paragraph 1.4.2 of this instruction, AETC mission-area commanders may issue guidance clarifying instructor, staff, and installation support personnel status for personnel assigned to their respective areas of responsibility.

1.2.2. **Recruiter.** Officer, enlisted, and civilian personnel whose primary duty is to recruit Air Force enlisted members, officers, or officer candidates (including OTS, health professions programs, AFROTC, and other officer accession programs). Recruiters include accessions recruiters, Military Entrance Processing Station (MEPS) liaison NCOs, production supervisors, flight chiefs, production superintendents, recruiting squadron/detachment staff, AFROTC regional directors of admissions, and AFROTC assistant regional directors of admissions (commonly referred to as “gold bars”).

1.2.3. **Applicant.** Any person who informs a recruiter that he or she is interested in joining the Air Force. Applicant status:

1.2.3.1. Terminates upon signing of the enlistment, appointment, or commissioning contract;

1.2.3.2. Continues as long as the applicant pursues entrance into the Air Force; or

1.2.3.3. Continues until the applicant is notified in writing of permanent disqualification.

1.2.4. **Recruit.** An individual who signs an enlistment, appointment, or commissioning contract. Recruit status terminates upon entry into the Air Force, withdrawal of selection, permanent disqualification, or recruit-initiated termination of processing.

1.2.5. **Trainee.** Personnel attending BMT; personnel awaiting BMT, including breaks in training; personnel eliminated from BMT and awaiting discharge; personnel awaiting enlisted initial skills training after completing BMT, including personnel attending Airmen's Week; and Active, Reserve, and Guard component personnel returning to permanent duty station or home of record between BMT and enlisted initial skills training.

1.2.6. **Officer Trainee.** Personnel attending Commissioned Officer Training or Reserve Commissioned Officer Training; personnel awaiting COT or RCOT, including breaks in training; personnel eliminated from COT or RCOT and awaiting discharge; and personnel awaiting officer initial skills training after completing COT or RCOT, including Active, Reserve, and Guard component personnel returning to permanent duty station or home of record between COT or RCOT and officer initial skills training.

1.2.7. **Cadet.** Personnel in training in AFROTC or Total Force Officer Training.

1.2.7.1. Cadets include personnel fully enrolled in the AFROTC program, including breaks in training; personnel temporarily in AFROTC medical review status; and personnel undergoing an AFROTC disenrollment investigation or awaiting a disenrollment decision. Cadets do not include university students enrolled in AFROTC courses in an academic status only.

1.2.7.2. Cadets include personnel awaiting TFOT, including breaks in training; personnel eliminated from TFOT and awaiting disenrollment or return to a home unit; and personnel awaiting officer initial skills training after completing TFOT, including Active, Reserve, and Guard component personnel returning to permanent duty station or home of record between TFOT and officer initial skills training.

1.2.7.3. United States Air Force Academy (USAFA) Cadets are assigned to USAFA and are not subject to this instruction, unless temporarily assigned to AETC activities.

1.2.8. **Student.** Personnel assigned to or on temporary duty to AETC bases, wings, detachments, or schools to attend technical training (including enlisted or officer initial skills training, supplemental or advanced training, and retraining) or educational (credit-bearing or non-credit) courses of instruction.

1.2.8.1. Students include personnel attending technical training schools, PME, PCE, developmental education, Undergraduate Pilot Training (UPT), and Air Force Institute of Technology (AFIT) in-resident and civilian institution programs. Students also include personnel awaiting training programs or educational courses of instruction.

1.2.8.2. Students include personnel enrolled in Air University (AU) nonresident courses (distance learning).

1.2.9. **Enlisted Initial Skills Training.** A formal school course that results in an Air Force Specialty Code (AFSC) 3-skill level award for enlisted personnel.

1.2.10. **Officer Initial Skills Training.** A formal school course that provides skill sets required to be successful in an awarded AFSC. Skill sets range from technical skills to managerial skills. Unlike enlisted initial skills training, officer initial skills training may not be AFSC awarding, but is used in conjunction with experience, on-the-job training, and other supplemental training to provide required skill sets.

1.2.11. Recruiting Assistance Program. The Recruiting Assistance Program (RAP) allows Airmen to support accessions recruiters by providing personal testimonials, assisting in school visits, and performing other recruiting-related tasks. The Commander, Air Force Recruiting Service (AFRS/CC) is responsible for RAP.

1.2.12. Building Partnership Capacity (BPC) Training Programs. The Department of Defense's Building Partnership Capacity program includes training of foreign individuals in AETC activities to advance partner nation capacity and capabilities.

1.3. Recruiting, Education, Accessions, and Training Oversight Council. AETC's Recruiting, Education, Accessions, and Training Oversight Council (REATOC) monitors the health of AETC's recruiting, education, accessions, and training environments to ensure appropriate recruiter, instructor, staff, applicant, recruit, trainee, cadet, and student conduct. REATOC fulfills a command-wide oversight role by defining and implementing broad initiatives to ensure continuity, long-term oversight, and the safeguarding of AETC's recruiting, education, accessions, and training environments.

1.4. Mission-Area Commander. AETC mission-area commanders (MAC), as defined in this instruction, have significant responsibility for setting and maintaining standards of conduct in their respective areas of responsibility.

1.4.1. AETC MACs are AU/CC, 2 AF/CC, 19 AF/CC, 59 MDW/CC, and AFRS/CC. In the event of re-designation or re-nomenclature, the MAC responsibility shall continue to the commander of the successor organization. **(T-2)**

1.4.2. MAC Responsibilities.

1.4.2.1. AETC MACs shall establish written guidance to supplement this instruction, including, but not limited to, paragraphs 3.3.2.3 and 3.6 (guidance on informal professional interaction, outside-the-classroom mentoring, and team-building activities); 3.3.2.4 (guidance on personal or social contact with initial skills training students who have AFSCs from prior career fields); 3.3.2.5 (guidance on personal or social contact with students participating in higher-level AETC programs); 3.4 (guidance on communications for official and professional purposes); 3.7 (definition of direct training relationships); 3.8.2.1.1.3 and 3.8.2.1.3 (guidance on personal or social contact between recruiters, instructors, and staff and the immediate family members of applicants, recruits, trainees, cadets, and students); 3.8.3.4 (guidance on apartment, house, or other dwelling entry relating to outside-the-classroom mentoring and team-building activities); 3.8.3.6 (guidance on entry into privately-owned vehicles for official business), 3.8.3.7 (guidance on alcohol provision or consumption relating to outside-the-classroom mentoring and team-building activities); 3.8.3.8 (guidance on permissible locations for outside-the-classroom mentoring and team-building activities); 3.8.3.10 (guidance on voluntary donations during official Air Force fundraising campaigns and unit memorabilia sales); and 3.9.2.2.6 (guidance on voluntary donations during official Air Force fundraising campaigns and unit memorabilia sales for activities involving BPC personnel, if applicable). **(T-2)**

1.4.2.2. AETC MACs shall establish training programs in accordance with paragraph 2.7.1 of this instruction. **(T-2)**

1.4.2.3. AETC MACs may establish written guidance to supplement paragraphs 1.2.1.4 (designation as Instructor, Staff, or Installation Support Personnel); 2.7.1 (supplementing of forms to document AETCI 36-2909 training); 2.2.2.2 and 2.2.2.2.1 (reporting alleged education and training abuse and hazing and related misconduct); 4.3.2 (maltraining); and 4.5.3 (hazing) of this instruction.

1.4.2.4. AETC MACs must coordinate with AETC/CC's designees—the REATOC Secretariat and AETC/JA—to ensure that all supplemental guidance and training in these areas is consistent with the intent of this instruction. **(T-2)** In the event the REATOC Secretariat and AETC/JA cannot resolve disputes, AETC/CC will resolve the dispute.

1.5. Direct-Report Group Commander . A direct-report group (DRG) commander is a group commander (or equivalent) who reports directly to a general court-martial convening authority (GCMCA), rather than to a wing commander (or equivalent) with special court-martial convening authority (SPCMCA).

1.6. Waivers.

1.6.1. **Purpose** . Approved waivers provide temporary relief and allow for non-compliance with existing guidance. An individual is not permitted to accept the risk for non-compliance or be less restrictive with mandatory requirements without receiving written approval from the tiered approval authority. **Exception:** when local conditions are deemed unsafe or there is a clear and present danger to personnel or damage to equipment, a commander may, in writing, temporarily exempt an activity directed by this instruction. **Note:** If the condition is expected to continue for more than 72 hours, a waiver is required.

1.6.1.1. Acceptance of risk is not automatically transferred from one commander to another. Accordingly, approved waivers expire 30 days after the change of command of the approving commander. If the new commander believes that continuing the waiver is appropriate, a new waiver request is required.

1.6.1.2. Waivers become void when canceled in writing by the waiver authority, the publication is revised, or the requested waiver period expires.

1.6.2. Waiver Authority .

1.6.2.1. On behalf of AETC/CC, the Director HQ AETC/A2/3/10 is the approval authority for “T-1” and “T-2” compliance items mandated by this instruction.

1.6.2.2. Wing commanders and DRG commanders are the approval authority for “T-3” compliance items. **(T-2)** **Note:** Wing commanders may delegate this authority no lower than group commanders. **(T-2)**

1.6.2.3. Commanders at any level may temporarily exempt, in writing, training activities and requirements when conditions are unsafe, such as temporary hazards associated with extreme weather conditions or warnings.

1.6.3. **Requests for Waiver** . Commanders should request special consideration be given to waive mandatory requirements to published guidance when (1) the cost of compliance creates an unacceptable risk to a higher priority task; (2) the cost of compliance outweighs the benefits; or (3) there is a lack of resources. Waiver requests communicate the risk management decision for non-compliance to the approval authority for consideration. **Note:** Commanders will not implement risk mitigation measures until the waiver is approved. **(T-2)**

1.6.3.1. Waiver requests must come from the commander (or civilian equivalent) of the unit seeking relief.

1.6.3.2. Waiver requests must be routed through the functional chain of command to the approval authority for final disposition. **(T-2)**

1.6.3.2.1. By concurring with the request, each higher echelon commander (or civilian equivalent) acknowledges and concurs with the requesting commander's inability to comply with published guidance.

1.6.3.2.2. The approval authority may approve or disapprove a request in its entirety or modify the risk mitigation measures.

1.6.3.2.3. If a waiver request is disapproved, the waiver authority has determined the requesting commander must comply with published guidance as written.

1.6.3.3. Submit waiver requests using the AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval* or indorsement memorandum format and include:

1.6.3.3.1. **Reference.** Identify the specific policy reference(s), publication number, paragraph number, and specific "text", to be waived. **(T-2)**

1.6.3.3.2. **Rationale.** Explain which of the three reasons listed below apply in terms of training, funds, equipment, facilities, guidance, or personnel and describe in detail why this is an issue. **(T-2)** See AFI 33-360, paragraph 1.9.1, for further guidance.

1.6.3.3.2.1. The cost of compliance creates an unacceptable risk to a higher priority task; **OR**

1.6.3.3.2.2. The expected cost of compliance outweighs the benefit; **OR**

1.6.3.3.2.3. Personnel cannot comply with the requirement due to a lack of resources;

1.6.3.3.3. **Duration.** Time period or circumstance for which the waiver will be required. **(T-2)**

1.6.3.3.4. **Risk Mitigation** . Identify the measures the requesting commander will implement during the waiver period. **(T-2)**

1.6.3.3.5. **Impact** . Describe negative impact if waiver is disapproved. **(T-2)**

1.6.4. **Management Internal Control Toolset (MICT)** . Commanders requesting waivers to this instruction will upload all requests for waiver and its final disposition into MICT for inspection activity review. **(T-2)**

1.6.5. **Process Improvement** . All personnel should use Air Force Smart Operations for the 21st Century (AFSO21) tools and/or techniques for process improvement efforts to develop countermeasures and coordinate corrective actions to close performance gaps discovered through self-assessments, inspections, quality controls, measures, and metrics. Use the results of these events when requesting changes and waivers to this publication.

Chapter 2

GENERAL GUIDELINES

2.1. Responsibilities.

2.1.1. Commanders and leaders at all levels will ensure all applicants, recruits, trainees, cadets, and students are treated with dignity and respect. The success of AETC's mission depends largely upon the trust these individuals place in recruiters, instructors, and staff. Conduct that erodes this trust detracts from the mission and will not be tolerated.

2.1.2. Most applicants, recruits, trainees, cadets, and students are unfamiliar with military standards of conduct. They may not yet fully appreciate what constitutes acceptable or unacceptable conduct in the professional military environment. Interaction with recruiters, instructors, and staff offers the first examples of professional conduct expected of a military member and can create lasting impressions on new personnel. Accordingly, commanders and leaders at all levels must set the example through their steadfast commitment to Air Force standards.

2.1.3. **Commanders.** One of the most important and fundamental responsibilities of command is maintaining good order and discipline within the unit. This responsibility is not delegable.

2.1.3.1. The recruiting, education, accessions, and training environments present unique challenges in maintaining good order and discipline, particularly in the areas of sexual misconduct, unprofessional relationships, education and training abuse, hazing, and academic integrity violations. Commanders must be particularly vigilant to inspire Airmen to embody the Air Force Core Values and deter and detect these threats.

2.1.3.2. Violations of standards must be addressed proactively, consistently, and at the appropriate level. Experience has shown that failure to consistently enforce standards or to hold violators appropriately accountable can lead to an environment that does not deter more serious forms of misconduct.

2.1.3.3. Accountability is not limited to, and does not end with, disciplinary action. Accountability also includes appropriate consideration of an individual's misconduct in subsequent personnel actions, such as performance reports, awards, promotions, transfers, special duty assignments, and selection for increased leadership responsibility. Moreover, it includes maintaining records of disciplinary and administrative actions in Unfavorable Information Files (UIF) and Personnel Information Files (PIF) in accordance with paragraph 2.4 of this instruction.

2.1.3.4. Finally, commanders are responsible for ensuring superior commanders have proper situational awareness of allegations or violations of this instruction. Paragraph 2.2 of this instruction and its sub-paragraphs provide guidance to ensure commanders meet this responsibility.

2.2. Reporting Alleged Misconduct.

2.2.1. **Duty to Report** . Recruiters, instructors, and staff members with knowledge of alleged violations or alleged attempted violations of the unprofessional relationship, maltraining, cruelty and maltreatment, hazing, and academic integrity provisions of this instruction shall immediately report allegations to an appropriate authority, as defined below in paragraph 2.2.1.2, unless otherwise exempted by law, regulation, or policy.

2.2.1.1. “Knowledge” means awareness of an allegation. It does not require a belief in the accuracy or truth of the allegation. Knowledge may be obtained by any means, including, but not limited to, witnessing the offense; statements by third parties; email, text messaging, or social media; and course surveys, critiques, or comment cards.

2.2.1.2. “Appropriate authority” includes supervisors, members of the chain of command, legal office personnel, Air Force Office of Special Investigations (AFOSI), Security Forces, Inspector General (IG), and Sexual Assault Response Coordinator (SARC).

2.2.1.3. Personnel receiving reports under paragraph 2.2.1 will immediately forward the report through appropriate channels to the alleged violator’s squadron or detachment commander, unless otherwise exempted by law, regulation, or policy. If the allegation involves the squadron or detachment commander, then personnel receiving reports will immediately forward the report to the next higher commander.

2.2.1.4. Victims of alleged violations of this instruction are encouraged to use relevant agencies, including AFOSI, Security Forces, IG, SARC, and Equal Opportunity, to address misconduct and its impacts and consequences. Victims, however, are not required to report.

2.2.2. Commanders’ Misconduct Reporting Requirements for Specific Offenses.

2.2.2.1. **Unprofessional Relationships.** Unprofessional relationships between recruiters, instructors, and staff and applicants, recruits, trainees, cadets, and students, as defined in **Chapter 3** of this instruction, shall be reported to the applicable wing commander, DRG commander, or other subordinate commander who reports directly to a GCMCA within 24 hours of squadron or detachment commander notification, and through command channels to AETC/CC, AETC/CV, and AETC/JA within 24 hours of wing, DRG, or other subordinate commander notification. **(T-2)** This requirement applies in addition to any other reporting requirements imposed by law, regulation, or policy.

2.2.2.1.1. Allegations of attempted unprofessional relationships; aiding, abetting or soliciting the development of unprofessional relationships; and all other alleged misconduct arising from or relating to the same incident or incidents (e.g., underage alcohol consumption by a trainee, cadet, or student involved in an unprofessional relationship with an instructor) must also be reported to the applicable wing, DRG, or other subordinate commander who reports directly to a GCMCA within 24 hours of squadron or detachment commander notification and through command channels to AETC/CC, AETC/CV, and AETC/JA within 24 hours of wing, DRG, or other subordinate commander notification. **(T-2)** This requirement applies in addition to any other reporting requirements imposed by law, regulation, or policy.

2.2.2.2. Education and Training Abuse and Hazing. Allegations of education and training abuse or hazing, as defined in [Chapter 4](#) of this instruction, shall be reported to the applicable wing commander, DRG commander, or other subordinate commander who reports directly to a GCMCA within 24 hours of squadron or detachment commander notification. **(T-2)** Allegations shall then be reported through command channels to the applicable MAC no later than 30 days after wing, DRG, or other subordinate commander notification. **(T-2)** The MAC will then determine whether notification to AETC/CC, AETC/CV, and AETC/JA is necessary. This requirement applies in addition to any other reporting requirements imposed by law, regulation, or policy. In accordance with paragraph 1.4.2 of this instruction, MACs may issue guidance on reporting allegations addressed in this paragraph.

2.2.2.2.1. Allegations of attempted education and training abuse or hazing; aiding, abetting, or soliciting education and training abuse or hazing; and all other allegations arising from or relating to the same incident or incidents must also be reported to wing, DRG, or other subordinate commander who reports directly to a GCMCA within 24 hours of squadron or detachment commander notification. **(T-2)** Allegations shall then be reported through command channels to the applicable MAC no later than 30 days after wing, DRG, or other subordinate commander notification. **(T-2)** The MAC will then determine whether notification to AETC/CC, AETC/CV, and AETC/JA is necessary. This requirement applies in addition to any other reporting requirements imposed by law, regulation, or policy. In accordance with paragraph 1.4.2 of this instruction, MACs may issue guidance on reporting allegations addressed in this paragraph.

2.2.2.3. Academic Integrity Violations . Allegations of academic integrity violations, as defined in [Chapter 5](#) of this instruction, shall be reported to the applicable wing commander, DRG commander, or other subordinate commander who reports directly to a GCMCA within 24 hours of squadron or detachment commander notification, and through command channels to the applicable MAC within 24 hours of wing, DRG, or other subordinate commander notification. **(T-2)** The MAC will then determine whether notification to AETC/CC, AETC/CV, and AETC/JA is necessary.

2.2.2.3.1. Allegations of attempted academic integrity violations; aiding, abetting, or soliciting academic integrity violations; and all other allegations arising from or relating to the same incident or incidents must also be reported to wing, DRG, or other subordinate commander who reports directly to a GCMCA within 24 hours of squadron or detachment commander notification and through command channels to the applicable MAC within 24 hours of wing, DRG, or other subordinate commander notification. **(T-2)** The MAC will then determine whether notification to AETC/CC, AETC/CV, and AETC/JA is necessary.

2.2.2.4. AFROTC Cadets. In general, AFROTC cadets are not subject to the UCMJ. As a result, allegations of civil or criminal misconduct against AFROTC cadets are often addressed by civilian authorities and university disciplinary systems, rather than military commanders. Allegations against AFROTC cadets with potential community impact or reaction, or potential or actual media coverage, however, shall be reported to the applicable AFROTC Regional Commander, the AFROTC/CC, and the Holm Center/CC within 24 hours of the detachment commander receiving notification, and to AETC/CC,

AETC/CV, AETC/JA, AU/CC, and AU/JA within 24 hours of the Holm Center/CC notification. (T-2)

2.2.2.5. Contractor Personnel. Violations of this instruction by contractor instructors, staff, and students participating in AETC programs shall be reported to the appropriate contracting officer representative, who will facilitate any required notifications to the individual contractor's employer. (T-2)

2.2.2.6. International Military Personnel. Violations of this instruction by international military instructors, staff, and students participating in AETC programs shall be reported to the appropriate international military student officer, who will facilitate any required notifications to the head of the sponsoring security assistance implementing agency. (T-2)

2.2.2.7. Command Responsibility for Legal Office Notification. Commanders at all levels shall also consult with the servicing office of the staff judge advocate on all allegations of misconduct discussed in paragraphs 2.2.2.1-2.2.2.6. If allegations of misconduct involve AETC activities located on bases where an AETC organization is not the host organization, the applicable AETC MAC's servicing office of the staff judge advocate shall also be notified of all allegations. (T-2)

2.2.2.8. (Added-2AF) Mission-Area Commander (MAC) Requirements for Wing/Direct Report Group Misconduct Reporting for Specific Offenses .

2.2.2.8.1. (Added-2AF) The following incidents shall be reported through command channels to 2 AF/CC, with copies to 2 AF/CV, 2 AF/CCC, and 2 AF/JA, as soon as possible, but no later than 24 hours after the allegation is discovered:

2.2.2.8.1.1. (Added-2AF) All misconduct allegations against officers, CMSgts, SMSgts, and First Sergeants assigned to training groups whether assigned as instructors, staff, or students.

2.2.2.8.1.2. (Added-2AF) Any incident involving instructors or staff physically touching a trainee/student even if misconduct is not involved. Exceptions include contact prescribed by regulation, such as needed for uniform corrections; shaking hands, fist-bumps, or high-fives; or emergency contact intended to prevent the occurrence of an event that could cause injury to a trainee or student, and/or damage to DoD property.

2.2.2.8.1.3. (Added-2AF) Violations of report anonymity. Anonymous reports must be investigated but the investigation must not be used to discover the identity of the reporter. Proactive steps to discover the identity of the source of a report are prohibited. This consists of using collateral information to identify the source of a submission intended to be anonymous. Collateral information includes both involuntarily solicited biographical information from a survey, and information associated with completion of the report itself. Some examples include, but are not limited to, the handwriting of a written comment, observations of personnel using the comment box, body language/facial expressions of those completing a survey, similarity of the anonymous complaints with prior command channel complaints by an individual, or time needed by a member to complete a survey.

2.2.2.8.1.4. **(Added-2AF)** Retaliation against a member for use of reporting systems, including all punitive, administrative, or adverse personnel action. Reporting systems include, but are not limited to: SARC hotlines and personal contacts, contact with other outside agencies, internal critique boxes, surveys, and person-to-person reports. Retaliation includes:

2.2.2.8.1.4.1. **(Added-2AF)** The taking or threatening to take an adverse personnel action, or withholding or threatening to withhold a favorable personnel action, with respect to military or civilian personnel because the member used reporting systems;

2.2.2.8.1.4.2. **(Added-2AF)** Ostracizing military or civilian personnel, to include excluding from social acceptance, privilege or friendship with the intent to discourage the use of reporting systems; or

2.2.2.8.1.4.3. **(Added-2AF)** Mistreating military or civilian personnel, to include treatment by peers or other persons, that when viewed objectively under all the circumstances, is abusive or otherwise unnecessary for any lawful purpose, that is done with the intent to discourage use of reporting systems, and that results in physical or mental harm or suffering or reasonably could have caused physical or mental harm or suffering.

2.2.2.8.2. **(Added-2AF) Alleged Misconduct Report (AMR).** AMRs, as required by paragraphs 2.2.2. and 2.2.2.8.1. shall provide, at minimum, the following information, so far as it is available: date of report, person reporting or source of report if anonymous, date of offense, type of offense, alleged victim's name, status, squadron, and graduation date, alleged perpetrator's name, status and squadron, and detailed description of the allegation. The alleged misconduct report shall be forwarded to the respective training squadron commander. The report must be forwarded by each individual as soon as possible, but no later than 24 hours after the allegation or observation is made.

2.2.2.9. **(Added-2AF) Consolidated Misconduct Report (CMR).** Training squadron AMRs shall be consolidated at each wing or direct-reporting group and forwarded to 2 AF/JA no later than the 10th day of every month. All open cases will be updated monthly until final disposition. Monthly updates should include the type of investigation as well as identity of the investigating agency or official. Any unusual delays in processing a case should also be addressed. These reports will be provided in a format or a database, if applicable, as 2 AF/JA directs.

2.2.2.10. **(Added-2AF) Final Disposition of Allegations.** Upon final disposition of an allegation, each training squadron shall annotate the results of the investigation and final disposition, and remove all personally identifiable information (PII) from the AMR. Each training squadron shall maintain these non-PII AMRs in addition to information describing their disposition for a minimum of two (2) years IAW AFRIMS RDS Table 33-45, Rule 06.00. A record in any format, electronic or physical, that maintains this information without PII is acceptable. (e.g. Excel spreadsheet, database, scanned redacted docs).

2.3. Disposition of Alleged Misconduct.

2.3.1. **Initial Disposition Authority** . Whenever misconduct involving AETC personnel or non-AETC personnel assigned to AETC installations is alleged, AETC commanders and legal offices must identify the commander with initial disposition authority over the allegation. Commanders exercising initial disposition authority are responsible for determining what initial disciplinary or administrative action is appropriate and whether the matter can or should be resolved within their existing authorities.

2.3.2. Exercise of Initial Disposition Authority.

2.3.2.1. The initial disposition decision shall be based upon review of the allegations transmitted, any independent review and recommendation received, and consultation with a judge advocate. Subordinate unit commanders are encouraged to provide their own recommendations regarding initial disposition.

2.3.2.2. The initial disposition authority shall review the case file and consult with a judge advocate, who will advise the initial disposition authority on options based on Rule for Courts-Martial (R.C.M.) 306. (T-2)

2.3.2.3. The initial disposition authority and his or her subordinate commanders retain authority to take action in accordance with R.C.M. 301-305 and R.C.M. 307 and to issue military protective orders to military members, after consultation with a judge advocate.

2.3.2.4. Commanders at every level retain the authority and responsibility to create and maintain a professional environment, to provide support and assistance to victims, and to maintain good order and discipline within their units.

2.3.3. Initial Disposition Authority Over Offenses Defined in this Instruction.

2.3.3.1. **Unprofessional Relationships** . AETC/CC withholds initial disposition authority from all officers below wing commanders, DRG commanders, or other subordinate commanders who report directly to GCMCA for allegations of unprofessional relationships, as defined in **Chapter 3** of this instruction, between recruiters, instructors, and staff and applicants, recruits, trainees, cadets, and students; allegations of attempted unprofessional relationships; and all other alleged offenses arising from or relating to unprofessional relationships, whether committed by an alleged perpetrator or any other individual.

2.3.3.2. **Education and Training Abuse and Hazing** . AETC/CC withholds initial disposition authority from all officers below the level of squadron or detachment commander for allegations of education and training abuse and hazing, as defined in **Chapter 4** of this instruction; allegations of attempted education and training abuse and hazing; and all other alleged offenses arising from or relating to education and training abuse and hazing.

2.4. Personnel Information File. All AETC units must establish and maintain PIFs to document misconduct, substandard performance, and other derogatory information on permanent party officer and enlisted members assigned to AETC units and trainees, cadets, and students participating in AETC activities. (T-2) AETC units are required to establish a PIF only if misconduct or other derogatory information is documented on an individual. Commanders and supervisors must review the PIF in conjunction with other personnel actions, to include

performance reports, awards and decorations, promotions, reassignments, special duty assignments, and promotion to supervisory and leadership positions. **(T-2)** Commanders and supervisors must also review the PIFs in conjunction with subsequent disciplinary and adverse actions, such as decertification. **(T-2)**

2.4.1. Examples of derogatory information that must be documented in a PIF include matters entered into a UIF and other significant derogatory data not placed in UIFs, but served on members with appropriate due process, such as Letters of Counseling, Admonishment, or Reprimand; “no contact” orders; and disciplinary and temporary/permanent decertification actions specific to certain career fields (e.g., military training instructor temporary “hat removals” or recruiter temporary work details away from the recruiting office).

2.4.2. Commanders at the group level or higher for members assigned or attached to their units have the ability to remove documents from a member’s PIF, unless a higher-level authority issued the document. If a higher-level authority issued a document, removal authority resides at that level.

2.4.3. Reference AFI 36-2608, *Military Personnel Record System*, for general information regarding PIF record content, storage, and access. For reassignments within AETC, the PIF must be forwarded to the gaining commander. **(T-2)** For reassignments to other commands, separations, and retirements, the PIF shall not be forwarded to the gaining command, but shall be retained by the losing command for a minimum of 12 months. **(T-2)**

2.5. Contractor Management . All new contract requirements for education and training will include the following language in the Performance Work Statement (PWS):

2.5.1. *Contractors shall comply with AETCI 36-2909, Recruiting, Education, Accessions, and Training Standards of Conduct, and shall take immediate action to resolve violations of the prohibition on unprofessional relationships. Specifically, the following:*

2.5.2. *Unprofessional relationships include relationships involving recruiters, instructors, staff, applicants, recruits, trainees, cadets, students (to include international military students), and Airmen who participate in the Recruiter Assistance Program (RAP). Whether pursued on-duty or off-duty, relationships are unprofessional when they detract from the authority of superiors or result in (or reasonably create the appearance of) favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests. Unprofessional relationships include relationships between officers; between enlisted members; between officers and enlisted members; between recruiters and recruits, applicants, or RAP participants; between RAP participants and recruits or applicants; and between military personnel and civilian employees or contractor personnel.*

2.5.3. *Violations shall be communicated to the Contracting Officer (CO) and the Contracting Officer Representative within 48 hours, with corrective actions taken.*

2.6. Previous Versions of AETCI 36-2909 . For misconduct occurring prior to the effective date of this AETCI, the following versions are controlling guidance:

2.6.1. 23 Jun 17 – Effective Date of This Instruction: AETC Guidance Memorandum to AETCI 36-2909, *Recruiting, Education, Accessions, and Training Standards of Conduct*, 1 Jun 17.

2.6.2. 2 Dec 13 – 22 Jun 17: AETCI 36-2909, *Recruiting, Education, and Training Standards of Conduct*, 2 Dec 13.

2.6.3. 13 Mar 13 – 1 Dec 13: AETCI 36-2909, *Professional and Unprofessional Relationships*, 2 Mar 07, with AETC Guidance Memorandum to AETCI 36-2909, 13 Mar 13.

2.6.4. 2 Mar 07 – 12 Mar 13: AETCI 36-2909, *Professional and Unprofessional Relationships*, 2 Mar 07.

2.7. AETCI Training Requirements.

2.7.1. In accordance with paragraph 1.4.2 of this instruction, MACs shall develop training programs, in coordination with the Recruiting, Education, Accessions, Training, and Education Oversight Council Executive Secretariat and AETC/JA, to ensure all covered personnel (recruiters, instructors, staff, applicants, recruits, trainees, cadets, and students) are familiar with this instruction. **(T-2)** MACs shall report compliance with this requirement to REATOC by 30 September annually. **(T-2)** In accordance with paragraph 1.4.2 of this instruction, MACs may issue command supplements to DD Form 2982, *Recruiter/Trainer Prohibited Activities Acknowledgement*, and DD Form 2983, *Recruit/Trainee Prohibited Activities Acknowledgement*, to document training on this instruction.

2.7.1.1. **(Added-2AF)** Instructors/staff will be briefed on the requirements of this instruction within 30 days of their arrival and at least annually thereafter for the duration of their time in the AETC recruiting, accessions, education, or training unit. Prior to this briefing, each member shall view the videos, *Maltreatment in the Training Environment* and either *Trainee Rights and Duties* (if assigned to Basic Military Training (BMT)) or *Student Rights and Duties* (if assigned to Initial Skills Training (IST)), if available. All videos are available from the 2 AF page on the AF Portal. From the AF Portal Home Page go to Base, Org & Functional Area > MAJCOM A-Z > AETC > Sub-organizations > 2AF. If any videos are unavailable at the time of briefing, it is acceptable to rely on the forms discussed in paragraph 2.7.1.1.1. and 2.7.1.1.2. to conduct this training.

2.7.1.1.1. **(Added-2AF) MTIs, MTLs, and TTIs:** For military training instructors (MTIs); military training leaders (MTLs); technical training instructors (TTIs) (military or civilian), contract instructors, or other instructors of BMT and enlisted IST courses of instruction, DD Form 2982, *Recruiter/Trainer Prohibited Activities Acknowledgement*, and 2 AF Form 4, *Military Training Instructor/Leader and Other Enlisted Initial Skills Training Instructor Abuse of Power Addendum*, describe the material to be briefed and shall be used to document the briefing and video review.

2.7.1.1.2. **(Added-2AF) Other Staff:** For all other personnel in positions covered by paragraph 2.7.1., 2 AF Form 3, *Other Training Group/Squadron Faculty and Staff Abuse of Power Agreement*, describes the material to be briefed and shall be used to document the briefing and video review.

2.7.1.1.3. **(Added-2AF)** All signed versions of 2 AF Form 3, or 2 AF Form 4 with attached DD Form 2982, as applicable, shall be maintained by the squadron for each member. All copies of these signed forms shall be disposed of no earlier than 90 days, IAW AFRIMS RDS Table 36-12, Rule 02.00., following the member's retirement, separation, or transfer (Permanent Change of Station, Permanent Change of Assignment, etc.) to a position not covered by paragraph 2.7.1. Additionally, follow

the filing requirements set forth in AFI 36-2909, *Professional and Unprofessional Relationships*.

2.7.1.1.4. **(Added-2AF)** Each wing or direct-reporting group in 2 AF shall develop an internal program to summarize and brief substantiated incidents of trainee abuse to all assigned cadre. These incident summaries shall not contain personal information, and insofar as possible should not allow for identification of the individuals involved.

2.7.1.2. **(Added-2AF) Trainees and Students:** The 737th Training Group shall ensure all trainees receive a briefing on their rights and duties while in BMT. Commanders of squadrons performing IST shall ensure all students in IST receive a briefing on their rights and duties within a week of arrival at technical training.

2.7.1.2.1. **(Added-2AF)** Prior to the 737th Training Group briefing, each trainee shall view the 2 AF video, *Trainee Rights and Duties*, if available. Prior to the IST briefing, each student shall view *Student Rights and Duties*, if available. All videos are available from the 2 AF page on the AF Portal. If any videos are unavailable at the time of briefing, it is acceptable to rely on the forms discussed in paragraph 2.7.1.2.2. to conduct this training. and 2 AF Form 1, *Rights and Duties of an US Air Force Trainee or Student*, describe the material to be briefed and shall be used to document completion of these requirements.

2.7.1.2.2. **(Added-2AF)** The trainee shall maintain the DD Form 2983 and 2 AF Form 1 from initial issuance until arrival at their first permanent duty station. Missing forms will be replaced by 2 AF/TTOC Det 1 and squadrons performing IST. Additionally, follow the filing requirements set forth in AFI 36-2909, *Professional and Unprofessional Relationships*.

2.7.1.2.3. **(Added-2AF)** All students/trainees shall be briefed on the availability and use of the 2 AF Abuse Hotline, feedback/critique boxes, surveys, and any other available reporting option. Although students/trainees may be encouraged to employ their chain of command, they shall not be discouraged from employing anonymous reporting options.

2.7.1.3. **(Added-2AF) Waivers:** In order to support effective training required under paragraph 2.7. and its sub-paragraphs in complex technical training endeavors and pipelines, the 2 AF/TTOC commander shall have waiver authority to designate appropriate locations, timeframes, and local variations to meet the above intent. Requests for waiver will be submitted by the wing or direct-report group commander to 2 AF/TTOC. Waiver requests must state the following:

2.7.1.3.1. **(Added-2AF)** Identify the specific policy reference and text to be waived.

2.7.1.3.2. **(Added-2AF)** Explain which of the three reasons listed under AFI 33-360, paragraph 1.9.1. apply and describe why.

2.7.1.3.3. **(Added-2AF)** Time period or circumstance for which the waiver will be required.

2.7.1.3.4. **(Added-2AF)** Risk mitigation measures the requesting commander will implement during the waiver period.

2.7.1.3.5. **(Added-2AF)** Impact if the waiver is disapproved.

- 2.7.1.3.6. **(Added-2AF)** Because waivers are the expression of a specific commander accepting risk, Tier 1, 2, and 3 waivers expire 30 days after a change of command unless the commander renews the waiver. For non-tiered waivers, a waiver remains in effect until canceled in writing by the approving official, the publication is revised, or the waiver expires.
- 2.7.2. All commanders, judge advocates, investigators, and supervisors involved in an AETC recruiting, education, accessions, or training activity shall review this instruction within 30 days of their arrival, and at least annually thereafter for the duration of their involvement in the AETC recruiting, education, accessions, or training activity. **(T-2)**
- 2.7.3. Commanders of recruiting, education, accessions, or training units shall ensure that all personnel are briefed on the relevant provisions of this instruction within 30 days of their arrival, and at least annually thereafter for the duration of their time in the AETC recruiting, accessions, education, or training unit. **(T-2)**
- 2.7.3.1. Because MAC guidance will vary from one MAC to the next, the 30-day training requirement applies to personnel arriving from another AETC organization, if that individual is transferring from one MAC to another. In such cases, commanders are strongly encouraged to ensure these individuals are trained as soon as possible upon arrival to avoid misunderstandings about the guidance that applies based on their new assignment and position.

Chapter 3

PROFESSIONAL AND UNPROFESSIONAL RELATIONSHIPS

3.1. Overview of Professional Relationships. Professional relationships are interpersonal relationships consistent with Air Force Core Values: Integrity First, Service Before Self, and Excellence In All We Do. These relationships are essential to the effective operation of all organizations, both military and civil, but the nature of the military mission requires absolute confidence in command and an unhesitating adherence to lawful orders that may result in inconvenience, hardships, injury, or death. This distinction makes the maintenance of professional relationships in the military more critical than in other organizations.

3.1.1. While personal relationships between Air Force members are normally matters of individual choice and judgment, they become matters of official concern when they adversely affect, or have the reasonable potential to adversely affect, the Air Force, by eroding morale, good order and discipline, respect for authority, unit cohesion, or mission accomplishment. AETC members must understand that the needs of the institution outweigh personal desires.

3.1.2. This guidance focuses on the impact of personal relationships (professional and unprofessional) on the interests of the Air Force as an institution, whether those personal relationships are pursued on-duty or off-duty.

3.2. Overview of Unprofessional Relationships. Unprofessional relationships covered by this instruction include those between instructors, staff, recruiters and applicants, recruits, trainees, cadets, and students. Whether pursued on-duty or off-duty, relationships are unprofessional when they detract from the authority of instructors, staff, and recruiters or result in (or reasonably create the appearance of) favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests. Unprofessional relationships may include:

3.2.1. Relationships between officers.

3.2.2. Relationships between enlisted members.

3.2.3. Relationships between officers and TFOT or AFROTC cadets, or enlisted members.

3.2.4. Relationships between enlisted members and TFOT or AFROTC cadets, COT or RCOT Officer Trainees, or officer students.

3.2.5. Relationships between military personnel and civilian employees or contractor personnel.

3.2.6. Relationships between recruiters and recruits or applicants.

3.3. General Guidance on Relationships.

3.3.1. Recruiters, instructors, and staff will be held primarily accountable for unprofessional relationships with applicants, recruits, trainees, cadets, and students, even if the relationships otherwise appear consensual.

3.3.1.1. Recruiters, instructors, and staff have the duty to determine the applicant, recruit, trainee, cadet, student, or family member status of any personal, social networking, or social media contacts, to avoid violations of paragraph 3.8 of this instruction.

3.3.1.2. Trainees, cadets, and students have an independent obligation to avoid prohibited behaviors. Given the power imbalance between such personnel and recruiters, instructors, and staff, however, commanders must consider whether subordinate members are more appropriately treated as victims, rather than assessed for disciplinary action or administrative separation.

3.3.2. Not all contact or association between recruiters, instructors, and staff and applicants, recruits, trainees, cadets, and students is prohibited. Specifically, contact or association between these personnel is permitted under the following circumstances:

3.3.2.1. Contact or association necessary to accomplish AETC's formal recruiting, education, accessions, and training missions.

3.3.2.2. Contact or association between personnel with a prior blood or marriage relationship, in accordance with the Pre-Existing Relationships guidance in paragraph 3.5 of this instruction.

3.3.2.3. Personal or social contact or association related to informal professional interaction, outside-the-classroom mentoring, and team-building activities, as defined in paragraph 3.6 of this instruction. Contact or association for these purposes is subject to the prohibitions of paragraph 3.8 of this instruction and guidance issued by the applicable MAC in accordance with paragraph 1.4.2 of this instruction.

3.3.2.3.1. **(Added-2AF)** 2 AF guidance defining Informal Professional Interaction, Outside-the-Classroom Mentoring and Team-Building Activities appears at paragraph 3.6.1.

3.3.2.4. Personal or social contact or association between instructors and staff and students participating in one of the AETC programs defined in paragraph 3.8.2.1 of this instruction, when no direct training relationship exists between the instructors and staff and students and the student holds an AFSC (or equivalent from another branch of the Department of Defense) from a previous career field. Contact or association under these circumstances is subject to the prohibitions of paragraph 3.8 of this instruction and guidance issued by the applicable MAC in accordance with paragraph 1.4.2 of this instruction.

3.3.2.4.1. **(Added-2AF)** These students are included in the category of Advanced Skills Training Students as defined in paragraph 3.8.2.2.4.

3.3.2.5. Personal or social contact or association between instructors and staff and students participating in one of the AETC programs defined in paragraph 3.8.2.2 of this instruction, when no direct training relationship exists between the instructors and staff and students. Contact or association under these circumstances will be subject to the prohibitions of paragraph 3.8 of this instruction and guidance issued by the applicable MAC in accordance with paragraph 1.4.2 of this instruction.

3.3.2.5.1. **(Added-2AF)** These students are included in the category of Advanced Skills Training Students as defined in paragraph 3.8.2.2.4.

3.4. Communication for Official and Professional Purposes. Paragraph 3.8 of this instruction and its subparagraphs do not prohibit communication, electronic or otherwise, to facilitate or accomplish contact for *official and professional* purposes, in accordance with guidelines developed by leadership at the AETC MAC level or above, in accordance with paragraph 1.4.2 of this instruction.

3.4.1. (Added-2AF) Mission-Area Commander Guidance on Communication for Official and Professional Purposes.

3.4.1.1. **(Added-2AF) BMT and Airmen's Week:** IAW 3.8.2.1.1.1., Instructors/staff may only communicate with trainees/Airmen's Week students in person and only for official and professional purposes. Instructors/staff and the trainees/students who are related by blood or marriage may engage in personal communication with the approval of both their respective squadron commanders.

3.4.1.2. **(Added-2AF) Enlisted IST/Officer IST Training:** Instructors/staff may communicate with students in initial skills training for official and professional purposes only. Instructors/staff may use electronic or other means of communication for this purpose. Instructors/staff and trainees/students who are related by blood or marriage may engage in personal communication with the approval of both their respective squadron commanders.

3.4.1.2.1. **(Added-2AF)** Squadron commanders may further limit communication between instructors/staff and IST students to promote professional purposes through local written guidance.

3.4.1.3. **(Added-2AF) Advanced Skills Training Students :** Instructors/staff in a direct training relationship with students defined in paragraph 3.8.2.2.4. may only communicate with students for official and professional training purposes. Instructors/staff may use electronic or other means of communication for this purpose. Instructors/staff not in a direct training relationship with prior service students may engage in communication with these students.

3.4.1.3.1. **(Added-2AF)** Squadron commanders may further limit communication between instructors/staff and Advanced Skills Training Students to promote professional purposes through local written guidance.

3.5. Pre-Existing Relationships .

3.5.1. Recruiters, instructors, and staff members shall immediately inform their chain of command if they learn that a relative, friend, or anyone with whom they have had a personal or intimate relationship is an applicant, recruit, trainee, cadet, or student in their particular accession, training, or instruction program. Moreover, if a student transitions from student to instructor status (for example, upon selection as a first assignment instructor pilot), the student shall immediately inform his or her chain of command if he or she has any pre-existing personal or intimate relationships with students who remain in their particular training or instruction program.

3.5.2. Leadership at the squadron or detachment commander level or above shall take reasonable steps to avoid placing trainees, cadets, and students under the direct supervision of instructors and staff members when pre-existing relationships are present. If possible, trainees, cadets, and students with pre-existing relationships with instructors and staff should not be assigned to the same squadron or detachment as those instructors and staff members.

3.5.3. Leadership at the squadron or detachment commander level or above shall take reasonable steps to ensure that applicants and recruits with pre-existing relationships with recruiters are accessed by recruiters without pre-existing relationships with those applicants and recruits.

3.5.4. Recruiters, instructors, and staff members will ensure their actions do not give the appearance of preferential treatment or favoritism towards the applicants, recruits, trainees, cadets, and students with whom they have a pre-existing relationship.

3.6. Informal Professional Interaction, Mentoring, and Team-Building. Paragraph 3.8 of this instruction and its subparagraphs do not prohibit informal *professional* interaction, outside-the-classroom mentoring, and team-building activities, in accordance with guidelines developed by leadership at the AETC MAC level or above, in accordance with paragraph 1.4.2 of this instruction. Personnel are encouraged to provide mentorship in accordance with AFMAN 36-2643, *Air Force Mentoring Program*. AETC encourages recruiters, instructors, staff, applicants, recruits, trainees, cadets, and students to communicate freely regarding their careers, classroom performance, duties, and missions. This type of communication enhances performance, morale, and discipline, and improves the training environment. At the same time, it preserves proper respect for authority and focuses on the mission. Airmen with prior service experience (whether in the Air Force or in other services) who are retraining or cross-training in AETC programs are encouraged to mentor junior personnel involved in these programs. Airmen shall maintain professional relationships under these circumstances.

3.6.1. (Added-2AF) Mission-Area Commander Guidance on Informal Professional Interaction, Outside-the-Classroom Mentoring, and Team-Building Activities.

3.6.1.1. (Added-2AF) Mission-Area Commander Guidance on Informal Professional Interaction: Informal Professional Interactions are discussions or activities between students and instructors/staff that contribute to professional growth as a military member. These interactions cover a variety of topics. Instructors/staff must ensure these events do not progress into unprofessional activities or present the appearance of an unprofessional relationship.

3.6.1.2. (Added-2AF) Mission-Area Commander Guidance on Outside-the-Classroom Mentoring: Mentoring is a professional relationship that encompasses formal or informal support, guidance, coaching, teaching, role modeling, counseling, advocating and networking. It occurs outside the classroom and may include career guidance as a military member. Instructors/staff must ensure these events do not progress into unprofessional activities or present the appearance of an unprofessional relationship.

3.6.1.3. (Added-2AF) Mission-Area Commander Guidance on Team-Building: Team-building are those activities designed to help unit members work together interdependently and cooperatively to accomplish the mission. Team-Building Activities help build morale and provide support to members of the team.

Instructors/staff must ensure these events do not progress into unprofessional activities or present the appearance of an unprofessional relationship.

3.7. Direct Training Relationships. In accordance with paragraph 1.4.2 of this instruction, AETC MACs shall issue guidance defining direct training relationships, as referenced in this instruction, in their respective areas of responsibility. (T-2)

3.7.1. (Added-2AF) Mission-Area Commander Guidance on “Direct Training Relationship.”

3.7.1.1. (Added-2AF) **BMT, Airmen’s Week, and Initial Skills Training** . A direct training relationship exists between all instructors/staff and all trainee/IST students, regardless of course of instruction.

3.7.1.2. (Added-2AF) **Advanced Skills Training Students** : A direct training relationship exists between all instructors/staff and all students within the same course of instruction.

3.8. Specific Prohibitions and Responsibilities. Military members, DoD civilian employees, and applicable contractor personnel are responsible for complying with this instruction both on-duty and off-duty. These personnel must ensure their relationships are professional and impartial, do not create the appearance of favoritism, and do not detract from the professional image the Air Force intends to project. Conduct that violates the prohibitions and mandatory provisions of this paragraph and its subparagraphs by military personnel is a violation of Article 92, UCMJ. Violations by military personnel may also subject personnel to discharge in accordance with DoDI 1304.33; AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*; AFI 36-3208, *Administrative Separation of Airmen*; and AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*. Violations by civilian personnel may result in disciplinary or adverse action and/or civilian criminal or civil sanction.

3.8.1. **Applicability** . Except as noted below, the specific prohibitions and responsibilities detailed in paragraph 3.8.3 of this instruction, including its subparagraphs, apply throughout all periods of recruiting, education, accessions, and training. Moreover, the prohibitions and responsibilities continue to apply after completion of those periods, if applicable, in accordance with paragraph 3.8.2.1 and its subparagraphs below. This includes periods where personnel are awaiting BMT, AFROTC, TFOT, COT, RCOT, or enlisted or officer initial skills training (including breaks in BMT, AFROTC, TFOT, COT, RCOT, or enlisted or officer initial skills training), and periods where personnel in BMT, AFROTC, TFOT, COT, RCOT, or enlisted or officer initial skills training are awaiting discharge, reclassification, or disenrollment.

3.8.1.1. (Added-2AF) Conduct that violates the prohibitions and mandatory provisions of paragraphs 3.4. and 3.8. and its subparagraphs by military personnel is a violation of Article 92, UCMJ. Violations by military personnel may also subject personnel to discharge in accordance with DoDI 1304.33; AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*; AFI 36-3207, *Separating Commissioned Officers*; AFI 36-3208, *Administrative Separation of Airmen*; and AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve*

Members. Violations by civilian personnel may result in disciplinary or adverse action and/or civilian criminal or civil sanction.

3.8.2. Covered Relationships. The prohibitions detailed in paragraph 3.8.3 apply to relationships between recruiters, instructors, and staff and applicants, recruits, trainees, cadets, and students. Specifically:

3.8.2.1. AETC Programs from Initial Contact with Recruiter Through Initial Skills Training.

3.8.2.1.1. Recruiters, instructors, and staff will not engage in the activities detailed in paragraph 3.8.3 with:

3.8.2.1.1.1. Enlisted applicants, recruits, BMT trainees, and enlisted initial skills training students. These prohibitions begin at first contact and apply through BMT and enlisted initial skills training. The prohibitions continue until six months after the Airman completes enlisted initial skills training and receives an AFSC.

3.8.2.1.1.2. Officer applicants, recruits, AFROTC or TFOT cadets, COT or RCOT Officer Trainees, and officer initial skills training students. These prohibitions begin at first contact and apply through AFROTC, TFOT, COT, RCOT, and officer initial skills training. The prohibitions continue until six months after completion of AFROTC, TFOT, COT, RCOT, or officer initial skills training; the date that the officer reports to his or her first permanent assignment; or the date that the officer arrives at follow-on training, whichever is later.

3.8.2.1.1.3. The immediate family members of applicants, recruits, trainees, cadets, and students, except for approved personal or social contact in accordance with guidelines developed by leadership at the AETC MAC level or above, in accordance with paragraph 1.4.2 of this instruction. The prohibitions continue for the same period of time as the prohibitions involving the applicant, recruit, trainee, cadet, or student in question.

3.8.2.1.1.3.1. **(Added-2AF) Mission-Area Commander Guidance on Interaction between instructors/staff and immediate family members of trainee/students.** Instructors/staff may only have personal or social contact with the immediate family members of trainees/students under the same circumstances as those described in this Chapter for trainees/students to include prior approval at the appropriate command level.

3.8.2.1.2. These prohibitions apply regardless of whether a direct recruiting or training relationship exists between recruiters, instructors, and staff and applicants, recruits, trainees, cadets, and students.

3.8.2.1.3. Trainees, cadets, and students assigned to AETC units will not engage in the activities detailed in paragraph 3.8.3 with recruiters, instructors, staff, or their immediate family members, except for approved personal or social contact in accordance with guidelines developed by leadership at the AETC MAC level or above, in accordance with paragraph 1.4.2 of this instruction.

3.8.2.1.3.1. **(Added-2AF) Mission-Area Commander Guidance on Interaction between trainees/students and immediate family members of instructors/staff.** Trainees/students may only have personal or social contact with the immediate family members of instructors/staff under the same circumstances as those described in this Chapter for instructor/staff to include prior approval at the appropriate command level.

3.8.2.2. AETC Programs After Initial Skills Training.

3.8.2.2.1. Instructors and staff will not engage in the activities detailed in paragraph 3.8.3 with enlisted or officer students who have completed the requirements in paragraph 3.8.2.1, if the parties have a direct training relationship, as defined by the applicable MAC in accordance with paragraphs 1.4.2 and 3.7 of this instruction.

3.8.2.2.2. Enlisted and officer students who have completed the requirements in 3.8.2.1 will not engage in the activities detailed in paragraph 3.8.3 with instructors or staff, if the parties have a direct training relationship.

3.8.2.2.3. These prohibitions apply from the first day of the training program or course of instruction until graduation or completion of the training program or course of instruction.

3.8.2.2.4. **(Added-2AF)** Advanced Skills Training Students are those students who meet the requirements of paragraph 3.8.2.2. or who have been awarded an AFSC (or equivalent from another branch of DoD) from a previous career field. Advanced Skills Training students are attending 2 AF courses for advanced training courses or because they are cross-training into a new AFSC.

3.8.3. Prohibited Activities. Personnel shall not engage, attempt to engage, or aid personnel in the following activities within the context of relationships covered by paragraph 3.8.2.

3.8.3.1. Developing, attempting to develop, or conducting a personal, intimate, or sexual relationship. This includes, but is not limited to, dating, handholding, kissing, embracing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social media, social networking, or any other means of communication.

3.8.3.2. Using grade or position, threats, pressure, or promise of return of favors or favorable treatment in an attempt to gain sexual favors.

3.8.3.3. Making sexual advances, or seeking or accepting sexual advances or favors.

3.8.3.4. Allowing entry of personnel into their apartment, house, or other dwelling, except for approved official business, outside-the-classroom mentoring, morale and welfare, and team-building activities in accordance with guidelines developed by leadership at the AETC MAC level or above, in accordance with paragraph 1.4.2 of this instruction.

3.8.3.4.1. (Added-2AF) Mission-Area Commander Guidance on Apartment, House, or Other Dwelling Entry Relating to Professional Interaction, Outside-the-Classroom Mentoring, and Team-Building Activities. Events or activities to promote Professional Interaction, Outside-the-Classroom mentoring and Team-Building Activities may occur in the apartment, house or dwelling of instructors/staff. (For the purposes of this paragraph, these events may not occur in hotels, base lodging, temporary living facilities (TLF), or other similar temporary housing sites). Such events must be approved in writing, to include emails, in advance by the squadron commander or higher level commander subject to the following:

3.8.3.4.1.1. (Added-2AF) (Added-2 AFSUPP) BMT and Airmen's Week: Trainees and Airmen's Week students may attend Operation Home-Cooking Thanksgiving dinner with their family members, related by blood or marriage, who are instructors/staff residing in the local San Antonio area with both of their respective squadron commander's approval. Trainees and Airmen's Week students may attend off-base liberties on graduation weekend with their family members, related by blood or marriage, who are instructors/staff in the local San Antonio area with both of their respective squadron commander's approval.

3.8.3.4.1.2. (Added-2AF) Initial Skills Training (Thanksgiving Events) : IST students may attend Thanksgiving dinners at the residence of instructors/staff as a part of a program approved by the wing or DRG commander. Students must have a student wingman when attending Thanksgiving dinners at the residence of instructors/staff. If no wing-level program exists, attendance must be approved by the squadron commander or higher level commander.

3.8.3.4.1.2.1. (Added-2AF) Initial Skills Students with family members, related by blood or marriage, who are instructors/staff may attend Thanksgiving events at the home of their family members without a student wingman, but the event must be approved by both of their respective squadron commanders.

3.8.3.4.1.3. (Added-2AF) Initial Skills Training (Other Events) : IST students may attend events at the home of a squadron commander, director of operations, or superintendent. These events must be approved at the group commander level and include the majority of the members of the class. Students may not attend these events unless at least one other student is present.

3.8.3.4.1.3.1. (Added-2AF) Initial Skills Students with family members, related by blood or marriage, who are instructors/staff may attend other events at the home of their family members, related by blood or marriage, without a student wingman, but the event must be approved by both of their respective squadron commanders.

3.8.3.4.1.4. (Added-2AF) Advanced Skills Training Students: Commanders, Directors of Operations, Superintendents, and instructors/staff may host an event at their home which includes students with whom they have a direct training relationship. These events must be approved in advance by the squadron commander. Events at the home of squadron commanders must be approved by their group commander. Students may not attend these events unless at least one

other student is present. Instructors/staff must ensure these events do not progress into unprofessional activities or present the appearance of an unprofessional relationship.

3.8.3.5. Establishing a common household by sharing the same living area in an apartment, house, or other dwelling. This paragraph does not prohibit personnel from sharing facilities open to all members of a homeowners' association or all tenants in an apartment complex.

3.8.3.6. Allowing entry of personnel into their privately-owned vehicles, except for approved use of privately-owned vehicles for official business and command-authorized programs in accordance with guidelines developed by leadership at the AETC MAC level or above, in accordance with paragraph 1.4.2 of this instruction. Entry into privately-owned vehicles is also permissible when safety or welfare is at risk.

3.8.3.6.1. (Added-2AF) Mission-Area Commander Guidance on Entry into Privately Owned Vehicles for Official Business and Professional Interaction, Outside-the-Classroom Mentoring and Team-Building Activities.

3.8.3.6.1.1. **(Added-2AF) BMT and Airmen's Week :** Instructors/staff may transport or ride in POVs with trainees for non-emergency official business with squadron commander written approval, to include emails. Trainees must have a wingman present when riding in a POV with instructors/staff.

3.8.3.6.1.2. **(Added-2AF) Initial Skills Training:** Instructors/staff may transport or ride with students in POVs for non-emergency official business, to include Professional Interaction, Outside-the-Classroom Mentoring, and Team-Building Activities, with squadron commander written approval to include emails. Students must have a student wingman present when riding in a POV with instructors/staff.

3.8.3.6.1.2.1. **(Added-2AF)** Instructors/staff with family members, related by blood or marriage, who are students may transport their family members to events without a student wingman but must have approval from both of their respective squadron commanders.

3.8.3.6.1.3. **(Added-2AF) Advanced Skills Training:** Instructors/staff may transport or ride in POVs with students with whom they have a direct training relationship with squadron commander written approval to include emails. Instructors/staff must ensure these events do not progress into unprofessional activities or present the appearance of an unprofessional relationship.

3.8.3.7. Providing alcohol on a personal social basis, or consuming alcohol on a personal social basis. Personnel may engage in approved alcohol provision or consumption relating to outside-the-classroom mentoring and team-building activities, in accordance with guidelines developed by leadership at the AETC MAC level or above, in accordance with paragraph 1.4.2 of this instruction.

3.8.3.7.1. (Added-2AF) Mission-Area Commander Guidance on Alcohol Provision or Consumption Relating to Professional Interaction, Outside-the-Classroom Mentoring and Team-Building Activities.

3.8.3.7.1.1. **(Added-2AF) BMT and Airmen's Week:** Instructors/staff will not provide nor consume alcohol with any BMT trainee or Airmen's Week student.

3.8.3.7.1.2. **(Added-2AF) Initial Skills Training:** Squadron commanders have the authority to allow instructors/staff to consume alcohol in the presence of students when such interaction promotes Professional Interaction, Outside-the-Classroom Mentoring, or Team-Building Activities. Examples of these occurrences include attendance at official functions (e.g. dining ins, AF Ball, annual awards ceremonies, picnics, holiday events, sporting events, assignment selection events, and special Morale, Welfare, and Recreation Club activities (Boss and Buddy Nights, Super Bowl parties)). Any of these types of events require squadron commander written approval. Instructors/staff must ensure these events do not progress into unprofessional activities or present the appearance of an unprofessional relationship.

3.8.3.7.1.2.1. **(Added-2AF)** Squadrons may authorize alcohol purchased with donations/morale funds for unit events. However, individual instructors/staff may not purchase alcohol for individual students.

3.8.3.7.1.3. **(Added-2AF) Advanced Skills Training:** Squadron commanders have the authority to allow instructors/staff with a direct training relationship with students to consume alcohol in the presence of students when such interaction promotes Professional Interaction, Outside-the-Classroom Mentoring, or Team-Building Activities. Examples of these occurrences include attendance at official functions (e.g. dining ins, AF Ball, annual awards ceremonies, picnics, holiday events, sporting events, assignment selection events, and special Morale, Welfare and Recreation Club activities (Boss and Buddy Nights, Super Bowl parties)). Any of these types of events require squadron commander written approval. Instructors/staff must ensure these events do not progress into unprofessional activities or present the appearance of an unprofessional relationship.

3.8.3.7.1.3.1. **(Added-2AF)** Squadrons may authorize alcohol purchased with donations/ morale funds for unit events. However, individual instructors/staff may not purchase alcohol for individual students.

3.8.3.8. Attend social gatherings, clubs, bars, theaters, or similar establishments on a personal social basis. Personnel may attend social gatherings, clubs, bars, theaters, and similar establishments for approved activities relating to outside-the-classroom mentoring and team-building activities, in accordance with guidelines developed by leadership at the AETC MAC level or above, in accordance with paragraph 1.4.2 of this instruction.

3.8.3.8.1. **(Added-2AF) Mission-Area Commander Guidance on Attending Social Gatherings, Clubs, Bars, Theaters, or Similar Establishments for Approved for Professional Interaction, Outside-the Classroom Mentoring and Team-Building Activities.**

3.8.3.8.1.1. **(Added-2AF) BMT and Airmen's Week:** All Professional Interactions, Outside-the-Classroom Mentoring, and Team-Building activities are included in the curriculum. No additional events are authorized.

3.8.3.8.1.2. **(Added-2AF) Initial Skills Training:** Professional Interaction, Outside-the-Classroom Mentoring, and Team-Building Activities with instructors/staff may occur at any on base facilities such as Force Support Squadron facilities, on-base community sites and AAFES facilities with the written approval of the squadron commander or higher level commander. Events may occur at off base facilities with the written approval of the squadron commander or higher level commander. Under no circumstances may such events take place in those establishments which primarily serve alcohol or which would bring discredit upon the Air Force if the members of the general public were aware that an official function was being held at the establishment.

3.8.3.8.1.3. **(Added-2AF) Advanced Skills Training:** Professional Interaction, Outside-the-Classroom Mentoring, and Team-Building Activities with instructors/staff with whom students have a direct training relationship may occur at any on base or off base facility with the written approval of the squadron commander or higher level commander. Under no circumstances may such events take place in those establishments which primarily serve alcohol or which would bring discredit upon the Air Force if the members of the general public were aware that an official function was being held at the establishment.

3.8.3.9. Gambling, lending money, borrowing money, or otherwise becoming indebted, regardless of who is the lender and who is the debtor.

3.8.3.10. Soliciting donations, except for voluntary donations during official Air Force fundraising campaigns (e.g., The Air Force Assistance Fund and the Combined Federal Campaign), in accordance with guidelines developed by leadership at the AETC MAC level or above, in accordance with paragraph 1.4.2 of this instruction. This paragraph does not prohibit voluntary unit memorabilia sales, in accordance with guidelines developed by leadership at the AETC MAC level or above, in accordance with paragraph 1.4.2 of this instruction.

3.8.3.10.1. (Added-2AF) Mission-Area Commander Guidance on Voluntary Donations from Trainees/Students.

3.8.3.10.1.1. **(Added-2AF) All training courses:** Trainees/students should not, in any way, be subject to undue pressure to participate in or contribute to the official fundraising campaigns.

3.8.3.10.1.2. **(Added-2AF) All training courses: Unit Memorabilia:** Trainees/students must not be compelled nor pressured to purchase any unit memorabilia. If a student declines to purchase unit memorabilia, no adverse action may result from such decision. Trainees/students may be informed of the availability of and opportunity to purchase unit memorabilia.

3.8.3.10.1.3. **(Added-2AF) All training courses:** Trainees/students must not be compelled nor pressured to give donations for any other cause or purpose such as student funds, private organizations, landing fees, or unofficial activities. If a trainee/student donates funds and such funds are used by a class to purchase common items, the funds may not be used to purchase personal gifts for any instructor/staff member. If a trainee/student donates funds which will be used for

a class gift, the total value of the gift must not exceed \$300.00.

3.8.3.11. Hiring, employing, or accepting personal services for any reason, even if not for compensation.

3.8.3.12. Accepting personal goods, in an unofficial or personal capacity, for storage or any other reason.

3.8.3.13. Participating in closed-door sessions in recruiting, BMT, enlisted initial skills training, and officer commissioning or accession programs (AFROTC, TFOT, COT, and RCOT).

3.8.3.13.1. This restriction applies to recruiters and instructors only. It does not apply to staff. It does not apply to relationships between instructors and staff in officer initial skills training environments and officer students in officer initial skills training programs, or any subsequent officer training or education environment. It does not apply to relationships in any enlisted training or education environment after enlisted initial skills training.

3.8.3.13.2. Recruiters and instructors to whom the restriction applies will keep doors open when meeting with applicants, recruits, trainees, cadets, or students unless:

3.8.3.13.2.1. Another person at least 18 years of age is present;

3.8.3.13.2.2. Based on the proximity of others, there is a need to protect personal identifiable information (PII), sensitive information, or confidential information. Closed-door sessions conducted in accordance with this exception will be short in duration; or

3.8.3.13.2.3. The design of the office is such that the door opens to a public area where the office is left unprotected from the elements or allows unwanted public interaction. In these cases, the door will be left unlocked and clearly marked that it is open for entry and that others are free to enter the area or office.

3.9. Professional Relationships in Other AETC Programs .

3.9.1. **Recruiting Assistance Program .** The RAP allows Airmen to support accessions recruiters by providing personal testimonials, assisting in school visits, and performing other recruiting-related tasks.

3.9.1.1. Paragraph 3.8 of this instruction's prohibitions on relationships between recruiters, instructors, and staff and Airmen until six months after the Airman completes enlisted initial skills training and receives an AFSC also apply to relationships between recruiters, instructors and staff and RAP Airmen in that six-month status.

3.9.1.2. Paragraph 3.8 of this instruction's prohibitions and limitations on relationships between recruiters and applicants and recruits also apply to relationships between RAP Airmen and applicants and recruits.

3.9.2. **Building Partnership Capacity Training Programs.** The Department of Defense's BPC program includes training of foreign individuals in AETC activities to advance partner nation capacity and capabilities. Prohibitions and limitations for foreign individuals differ depending on training program.

3.9.2.1. Relationships between BPC instructors and staff and foreign BPC personnel are subject to paragraph 3.8 of this instruction's prohibitions and limitations when the foreign BPC personnel are involved in BMT, enlisted initial skills training, and officer commissioning or accession programs (AFROTC, TFOT, COT, and RCOT).

3.9.2.2. Relationships between BPC instructors and staff and foreign BPC personnel in AETC programs outside of BMT, enlisted initial skills training, and officer commissioning or accession programs are not subject to paragraph 3.8 of this instruction's prohibitions and limitations. Nevertheless, BPC instructors and staff in those AETC programs:

3.9.2.2.1. Shall comply with the limitations identified in AFI 36-2909, *Professional and Unprofessional Relationships*.

3.9.2.2.2. Shall not develop, attempt to develop, or conduct intimate or sexual relationships with BPC trainees, cadets, or students. This includes, but is not limited to, dating, handholding, kissing, embracing, and engaging in sexual activities. Prohibited intimate or sexual relationships include those relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social networking, or any other means of communication.

3.9.2.2.3. Shall not make sexual advances, or seek or accept sexual advances or favors from BPC trainees, cadets, or students.

3.9.2.2.4. Shall not use, or attempt to use, their grade or position, threats, pressure, or promise of return of favors or favorable treatment in an attempt to gain sexual favors from BPC trainees, cadets, or students.

3.9.2.2.5. Shall not establish a common household with BPC trainees, cadets, or students, by sharing the same living area in an apartment, house, or other dwelling. This prohibition does not extend to sharing facilities open to all members of a homeowners' association or all tenants in an apartment complex.

3.9.2.2.6. Shall not solicit, or attempt to solicit, donations from BPC trainees, cadets, or students, except for voluntary donations during official Air Force fundraising campaigns (e.g., The Air Force Assistance Fund and the Combined Federal Campaign), in accordance with guidelines developed by leadership at AETC MAC level or above in accordance with paragraph 1.4.2 of this instruction. This paragraph does not prohibit voluntary unit memorabilia sales, in accordance with guidelines developed by leadership at the AETC MAC level or above, in accordance with paragraph 1.4.2 of this instruction.

3.9.2.2.6.1. (Added-2AF) Mission-Area Commander Guidance on Voluntary Donations During Official AF Fundraising Campaigns for Building Partnership Capacity Students.

3.9.2.2.6.1.1. (Added-2AF) **All training courses:** BPC trainees/students should not in any way be subject to undue pressure to participate in or contribute to the official fundraising campaigns.

3.9.2.2.6.1.2. **(Added-2AF) All training courses:** Unit Memorabilia: BPC trainees/students must not be compelled nor pressured to purchase any unit memorabilia. If a BPC student declines to purchase unit memorabilia, no adverse action may result from such decision. BPC trainees/students may be informed of the availability of and opportunity to purchase unit memorabilia.

3.9.2.2.6.1.3. **(Added-2AF) All training courses:** BPC trainees/students may not be compelled nor pressured to give donations for any other cause or purpose such as student funds, private organizations or unofficial activities. If a BPC trainee/student donates funds and such funds are used by a class to purchase common items, the funds may not be used to purchase personal gifts for any instructor/staff member.

3.9.2.2.7. Shall not gamble with, lend money to, borrow money from, or otherwise become indebted to BPC trainees, cadets, or students.

3.9.2.3. BPC instructors and staff are subject to the specific paragraph 3.5 relating to relationships with non-BPC applicants, recruits, trainees, cadets, students, and their immediate family members.

3.10. Reporting and Documenting Unprofessional Relationships.

3.10.1. Alleged violations of this chapter will be reported in accordance with paragraphs 2.2.1 and 2.2.2.1 of this instruction.

3.10.2. Substantiated unprofessional relationship allegations will be documented and maintained in a PIF in accordance with paragraph 2.4 of this instruction.

3.10.3. In addition to possible disciplinary action or administrative separation, a substantiated violation or attempted violation of the prohibited activities under paragraph 3.8 of this instruction may result in removal from the recruiting, accessions, education, or training environment, temporary/permanent decertification, and/or withdrawal of associated Special Duty Identifiers. Commanders should consult with their servicing office of the staff judge advocate to determine if it is appropriate to temporarily or permanently remove an individual from the recruiting, training, or education environment.

Chapter 4

EDUCATION AND TRAINING ABUSE AND HAZING

4.1. Overview. Leadership, instructors, and staff are responsible for safeguarding the safety, morale, and welfare of assigned trainees, cadets, and students, to include providing them with a healthy learning environment. Instructors and staff must treat all trainees, cadets, and students with dignity and respect. Education and training abuse and hazing, as defined by this instruction, are inconsistent with these responsibilities and will not be tolerated.

4.2. Education and Training Abuse and Hazing. An act of Maltraining, Cruelty and Maltreatment, or Hazing, as defined in this chapter.

4.2.1. **Maltraining** is defined as:

- 4.2.1.1. Any practice by an instructor, staff member, or cadet training assistant;
- 4.2.1.2. Involving a trainee, cadet, or student;
- 4.2.1.3. With no reasonable connection toward a course training objective; and
- 4.2.1.4. That recklessly or intentionally causes, or is likely to result in, unlawful physical, emotional, psychological, or financial harm.

4.2.2. **Cruelty and Maltreatment** is defined in Article 93, UCMJ, and incorporated in this instruction. Cruelty and maltreatment under this instruction may include conduct among instructors and staff members; conduct between instructors and staff and trainees, cadets, and students; and conduct among trainees, cadets, and students. It consists of:

- 4.2.2.1. Cruelty, oppression, or maltreatment;
- 4.2.2.2. Of a military subordinate;
- 4.2.2.3. By a military superior.

4.2.3. **Hazing** under this instruction includes conduct among instructors and staff members; conduct between instructors and staff and trainees, cadets, and students; and conduct among trainees, cadets, and students. It is defined as:

- 4.2.3.1. Conduct with no proper military or governmental purpose;
- 4.2.3.2. That recklessly or intentionally physically or psychologically injures or creates a substantial risk of physical or psychological injury; and
- 4.2.3.3. Is done for the purpose of initiation, admission into, affiliation with, change in status or position within, or as a condition for membership in any military or Department of Defense civilian organization.

4.3. Maltraining. Instructors and staff shall not engage in, or attempt to engage in, maltraining as defined in this chapter. Instructors and staff shall not encourage or condone maltraining by others. Failure by military personnel to observe the provisions of this paragraph is a violation of Article 92, UCMJ. Violations by civilian personnel may result in disciplinary or adverse action and/or civilian criminal or civil sanction.

4.3.1. Examples of maltraining may include, but are not limited to:

4.3.1.1. Requiring abusive and excessive physical exercise.

4.3.1.2. Unnecessarily rearranging the property of a trainee, cadet, or student to correct infractions.

4.3.1.3. Misapplication of motivational training tools.

4.3.1.4. Engaging in any practice for the purpose of inducing a trainee, cadet, or student to self-eliminate from an AETC program.

4.3.1.5. Making a trainee, cadet, or student perform degrading or humiliating tasks.

4.3.1.6. Assigning remedial training to an entire group based on the deficiencies of an individual or a few individuals, or assigning remedial training that does not fit the deficiency.

4.3.1.7. Conducting training in violation of applicable risk management plans and/or in violation of hydration and work/rest-cycle standards.

4.3.2. Maltraining does not include properly-directed command activities that serve a legitimate purpose or the training activities required to prepare for such activities (e.g., administrative corrective measures, extra military instruction, or command-authorized physical training). AETC MACs may provide guidance distinguishing properly-directed activities from maltraining in their respective areas of responsibility, in accordance with paragraph 1.4.2 of this instruction.

4.4. Cruelty and Maltreatment. For purposes of this instruction, the offense of cruelty and maltreatment is subdivided into physical maltreatment, verbal maltreatment, and sexual harassment.

4.4.1. **Physical Maltreatment.** Causing or engaging in unauthorized and unwanted physical contact with another or improperly depriving another of basic physical necessities. Examples of physical maltreatment may include, but are not limited to:

4.4.1.1. Poking,

4.4.1.2. Hitting,

4.4.1.3. Pushing,

4.4.1.4. Grabbing,

4.4.1.5. Physical violence,

4.4.1.6. Physical intimidation, and

4.4.1.7. Unnecessary deprivation of medical care, basic sustenance, hydration, hygiene, restroom breaks, and recuperation.

4.4.2. **Verbal Maltreatment** . Any communication that degrades, belittles, demeans, maliciously embarrasses, or slanders an individual or group. Examples of verbal maltreatment include, but are not limited to:

4.4.2.1. Depicting, suggesting, insinuating, condoning, or encouraging immoral, unethical, illegal, or unprofessional conduct.

4.4.2.2. Crude, offensive language in rhymes or prose as memory devices or mnemonics.

4.4.2.3. Racially disparaging remarks or demeaning, belittling, or degrading remarks towards a particular individual or group.

4.4.2.4. Training tools that contain profane words, offensive language, or inappropriate sexual or gender references.

4.4.2.5. Any communication that establishes a hostile environment, promotes sexual harassment, or engenders disrespect or unlawful discrimination toward a particular color, national origin, race, religion, age, ethnic group, gender, sexual orientation, gender identity, or physical stature of any individual or group.

4.4.3. Sexual Harassment. Sexual harassment is a form of sexual discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's job or career; (2) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive environment. It includes influencing, offering to influence, or threatening the career, pay, or job of another person in exchange for sexual favors, and deliberate or repeated offensive comments or gestures of a sexual nature.

4.5. Hazing. AETC personnel, including recruiters, instructors, staff, trainees, cadets, and students, shall not engage in, or attempt to engage in, hazing as defined in this instruction, regardless of the rank, position, training status, or service of the perpetrator or victim. Failure by military personnel to observe the provisions of this paragraph is a violation of Article 92, UCMJ. Violations by civilian personnel may result in disciplinary or adverse action and/or civilian criminal or civil sanction.

4.5.1. Examples of hazing under this definition include, but are not limited to:

4.5.1.1. Pressing any object into another person's skin, regardless of the manner in which it pierces the skin, such as "pinning," "tacking on," "blood winging," or "blood badging," of rank insignia, aviator wings, jump wings, diver insignia, badges, medals, or any other object.

4.5.1.2. Oral or written berating of another for the purpose of belittling or humiliating.

4.5.1.3. Encouraging another to engage in illegal, harmful, demeaning, or dangerous acts.

4.5.1.4. Playing abusive or malicious tricks.

4.5.1.5. Branding, handcuffing, duct taping, tattooing, shaving, greasing, or painting.

4.5.1.6. Subjecting to excessive or abusive use of water.

4.5.1.7. Sexual simulation.

4.5.1.8. Forced consumption of food, alcohol, drugs, tobacco, or any other substance.

4.5.1.9. Unauthorized psychological activities (e.g., "loyalty checks": when one instructor has another instructor ask a trainee about his or her opinion of the first instructor, so that the first instructor can use the trainee's words against him or her).

4.5.2. Hazing under this definition includes:

4.5.2.1. Acts conducted in person and through other means, including electronic technology.

4.5.2.2. Soliciting, coercing, or knowingly permitting another person to solicit acts of hazing.

4.5.2.3. Conduct among instructors and staff members; between instructors and staff and trainees, cadets, and students; and among trainees, cadets, and students.

4.5.2.4. Acts of hazing with actual or implied consent from the victim.

4.5.2.5. Acts occurring off-duty or during unofficial celebrations or unit functions.

4.5.3. Hazing does not include properly-directed command activities that serve a legitimate purpose or the training activities required to prepare for such activities (e.g., administrative corrective measures, extra military instruction, or command-authorized physical training). AETC MACs may provide guidance distinguishing properly-directed activities from hazing in their respective areas of responsibility, in accordance with paragraph 1.4.2 of this instruction.

4.6. Reporting of Allegations . Allegations of education and training abuse or hazing shall be reported in accordance with paragraphs 2.2.1 and 2.2.2.2 of this instruction. **(T-2)**

4.7. Documentation and Accountability Actions . Substantiated allegations of education and training abuse or hazing shall be documented and maintained in the member's PIF in accordance with paragraph 2.4 of this instruction. **(T-2)** In addition to possible disciplinary action, substantiated allegations of education and training abuse or hazing may result in an instructor or staff member's removal from the training environment, temporary/permanent decertification, and/or withdrawal of associated Special Duty Identifiers.

Chapter 5

ACADEMIC INTEGRITY

5.1. Overview. Academic integrity is uncompromising adherence to a code of ethics, morality, conduct, scholarship, academic standards, and other values related to academic activity. Violations of academic integrity are inconsistent with Air Force Core Values and will not be tolerated.

5.2. Terms Explained.

5.2.1. Individual Work Assignments . Academic assignments, examinations, or research efforts requiring individuals, unless specifically authorized by the assignment instructor, to accomplish and submit their own work. Individual Work Assignments may, with instructor authorization, include assignments allowing or requiring peer or instructor review of drafts, prior to determination of an individual grade.

5.2.2. Group Work Assignments . Academic assignments, examinations, or research efforts not otherwise specified as Individual Work Assignments. Specified Group Work Assignments may limit or prohibit consultation or collaboration with other groups or with individuals outside of a specified group.

5.3. Academic Integrity Violation . The act of intentionally providing and/or receiving improper assistance on academic assignments, examinations, or research efforts. Instructors, staff, trainees, cadets, and students shall not engage in, attempt to engage in, or assist others to engage in any act constituting an academic integrity violation, as defined in this chapter. Conduct that violates this paragraph or its subparagraphs by military personnel is a violation of Article 92, UCMJ. Violations by civilian personnel may result in disciplinary or adverse action and/or civilian criminal or civil sanction.

5.3.1. Examples of Academic Integrity Violations. Academic integrity violations include, but are not limited to:

5.3.1.1. Plagiarism . The act of intentionally appropriating the written work of another, parts or passages of their writings, or the ideas or language of another, and intending to pass them off as the product of one's own mind. An example of plagiarism is copying material verbatim without quotation marks or citations and with the intent to claim the material as one's own work. Another example is the intentional use of a source's sentence structure, style, and content with only minor word changes (i.e., paraphrasing), without giving credit to the source. Although academic guidelines should make plagiarism rules as clear as possible, students also must take responsibility for their work. Students who have any questions about citation or crediting a source have an obligation to ask for clarification from an instructor or staff member.

5.3.1.2. Misrepresentation . The act of making an assertion or omission to intentionally deceive or mislead. Misrepresentation may be an oral or written statement that is misleading or deceiving and meant to be so, such as false reporting. A trainee, cadet, or student may also commit misrepresentation by omission, such as deliberately withholding material information. Personnel who resubmit research papers or other work prepared by them to fulfill a prior academic requirement, while disguising or failing to

disclose the resubmission, would be guilty of misrepresentation. For example, a student may not resubmit a research paper that was previously submitted in another course (or a variant of the current course, such as a nonresident version of the same course), without disclosing the resubmission.

5.3.1.3. Gaining unauthorized access to instructor materials that have not been released for trainee, cadet, or student use.

5.3.1.4. Copying answers from another's work.

5.3.1.5. Providing or using unauthorized texts, notes, materials, or other references for examinations or other assigned work.

5.3.1.6. Unauthorized use of electronic devices.

5.3.1.7. Permitting another student to copy one's writing assignments, speeches or briefing materials, or answers from an examination paper.

5.3.1.8. Submitting, as individual work product, any materials that were researched, drafted, or prepared by another person.

5.3.1.9. Collaborating or consulting with other persons on an individual work assignment in a manner not specifically authorized by the assignment instructions.

5.4. Responsibilities.

5.4.1. Each AETC education and training activity will clearly specify the types of study and reference materials that trainees, cadets, and students may use in accomplishing their academic assignments.

5.4.2. Each AETC education and training activity will ensure all instructors, staff, trainees, cadets, and students, including students in AFIT in-resident or civilian institution programs, are fully aware of these academic integrity standards.

5.5. Consequences of Violations. Personnel who violate academic integrity standards are subject to disenrollment and expulsion from the training program or course of instruction. Students disenrolled from AU courses of instruction for academic integrity violations are not allowed to reenroll or attend the course unless AU/CC approves a waiver in accordance with AU policy. In accordance with paragraph 5.3 of this instruction, personnel are also subject to disciplinary or administrative action for academic integrity violations.

5.5.1. Trainees, cadets, and students whose violations of academic integrity are not discovered until after program completion are still subject to appropriate disciplinary and/or adverse action.

5.5.2. AFROTC cadets must satisfy the same academic integrity standards as other AETC trainees and students, but are not usually subject to punishment under the UCMJ. Initially, violations of academic integrity will be handled under the rules and authority of the host academic institution. After institutional actions, the AFROTC detachment commander will review the specifics of the situation. If the detachment commander determines that a violation of academic integrity standards took place, he or she will take appropriate action under AFROTC policies, which may include elimination of non-contract cadets, disenrollment for contract cadets, and UCMJ action for cadets subject to the UCMJ.

5.6. Reporting of Violations.

5.6.1. All alleged violations of this chapter shall be reported to AETC leadership in accordance with paragraphs 2.2.1 and 2.2.2.3 of this instruction. **(T-2)**

5.6.2. Violations by Temporary Duty (TDY) personnel or members of other U.S. military services shall be reported to the individual's commander. **(T-2)** The report shall include all documentation supporting the alleged violation and a request to the individual's commander for a notice of final case disposition. **(T-2)**

5.6.3. Violations by students enrolled in AU and AFIT nonresident (distance learning) programs shall be reported by the school/commandant/commander to the student's commander for appropriate disciplinary action. **(T-2)** The report shall include all documentation supporting the alleged violation and a request to the individual's commander for a notice of final case disposition. **(T-2)**

5.6.4. Violations by contractor students shall be reported to the appropriate Contracting Officer Representative, who will facilitate any required notifications to the individual contractor's employer. **(T-2)**

5.6.5. Violations by international military students and cadets shall be reported to the appropriate international military student officer, who will facilitate any required notifications to the head of the sponsoring security assistance implementing agency. **(T-2)** Violations by international students shall be reported to AETC/IA for appropriate notifications through Air Force and international channels. **(T-2)**

5.7. Documentation of Violations. For AETC personnel, substantiated violations of academic integrity shall be documented and maintained in the member's PIF in accordance with paragraph 2.4 of this instruction. **(T-2)**

Chapter 6 (Added-2AF)

ENABLING STUDENT REPORTING

6.1. (Added-2AF) End of Course Surveys. All end of course (EOC) surveys performed at the conclusion of training in 2 AF will contain questions inviting students or trainees to provide anonymous reports in regard to unprofessional relationships governed by this regulation and trainee abuse. This requirement may be fulfilled via the automated Technical Training Management System (TTMS) EOC misconduct survey.

6.2. (Added-2AF) Anonymous Feedback Boxes. Anonymous feedback boxes shall be locked and permanently affixed within high-traffic student gathering areas (e.g. community centers, student lounges) and within high-use student areas of student dormitories.

6.2.1. **(Added-2AF)** In order to preserve anonymity, refrain from installing feedback box locations in view of the camera monitoring system.

6.2.2. **(Added-2AF)** Feedback boxes must be checked at minimum twice per week.

6.3. (Added-2AF) Handling All Student Feedback. Group commanders shall select, by name, trusted personnel to review all student feedback products by which misconduct reports are solicited, whether provided via electronic means (TTMS EOC comments on misconduct questions) or paper based (feedback box critiques). These trusted personnel shall not include MTLs, MTIs, TTIs, or their immediate supervisors. Appropriate reviewers are personnel assigned specifically to perform full-time group evaluation or misconduct reporting functions, squadron or detachment commanders, directors of operation, first sergeants, detachment chiefs, and the senior enlisted member assigned to a unit. This responsibility may not be delegated and should not be assumed by personnel temporarily filling the position in an “acting” capacity.

6.3.1. **(Added-2AF)** Handling Student Feedback at Geographically Separated Units. Group commanders shall select, by position, trusted personnel to review all student feedback products by which misconduct reports are solicited, whether provided via electronic means (TTMS EOC comments on misconduct questions) or paper based (feedback box critiques). These trusted personnel shall not include MTLs, MTIs, or TTIs. Appropriate reviewers are personnel assigned specifically to perform full-time group evaluation or misconduct reporting functions, squadron or detachment commanders, directors of operation, first sergeants, detachment chiefs, and the senior enlisted member assigned to a unit.

6.4. (Added-2AF) Student Inprocessing Briefing. Squadron commanders, detachment commanders, or commanders of the respective training groups for all BMT and squadrons performing IST shall provide an in-brief to all trainees and students in IST containing, at minimum, the information in Attachment 3.

6.5. (Added-2AF) Anonymous Reporting Options. Commanders of all training squadrons shall ensure that students or trainees have access to anonymous reporting options. They shall employ the following means:

6.5.1. **(Added-2AF)** All trainees at BMT and students in IST training shall receive a hotline card, if they do not already have one, containing, at minimum, the information in Attachment 4 with reasonable prominence.

6.5.2. **(Added-2AF)** All training squadrons shall ensure that posters presenting, at minimum, the information in Attachment 4 are posted prominently in squadron facilities.

6.6. (Added-2AF) In order to support the effective use of these reporting tools in complex technical training endeavors and pipelines, the 2 AF/TTOC Director shall have waiver authority to designate appropriate locations, timeframes, personnel, and materials to meet the above intent. Submit all waiver requests to 2 AF/TTOC for review.

Chapter 7 (Added-2AF)

SUSPENSION AND DECERTIFICATION OF INSTRUCTORS

7.1. (Added-2AF) Military Training Instructors . A program directing suspension, temporary and permanent decertification, and remedial training in cases of an unprofessional relationship as defined in this instruction or trainee abuse, if the subject is a MTI, shall be developed and implemented by 37 TRW (delegable to 737 TRG). This program will be submitted to the 2 AF/TTOC Director for review and approval.

7.2. (Added-2AF) Military Training Leaders and Military Technical Training Instructors . Upon any allegation of an unprofessional relationship as defined in this instruction or trainee abuse, if the subject is a MTL or military member TTI (as opposed to a civilian or contractor instructor), the MTL's or military member TTI's squadron commander will review the allegation and, within 24 hours of receipt, make a determination concerning potential suspension from duties pending resolution of the matter. Upon disposition, if the allegation is substantiated, the MTL or military member TTI shall be temporarily or permanently decertified.

7.2.1. **(Added-2AF)** When considering potential suspension, the squadron commander will consider the severity and nature of the alleged offense as well as good order and discipline in the squadron.

7.2.2. **(Added-2AF)** If a commander declines to suspend a member alleged to have committed or engaged in a sexual assault, an unprofessional relationship with sexual contact, physical maltreatment, or an attempt to commit one of these offenses, the commander must document his/her rationale in the 2 AF CMR described in paragraph 2.2.2.10.

7.2.3. **(Added-2AF)** During suspension, the MTL or military member TTI will be prohibited from contact with trainees and students, be removed from the active training environment, and discontinue the wear of the blue aiguillette (MTLs only).

7.2.4. **(Added-2AF)** Suspension shall continue until at least such time as the allegation that triggered the suspension is initially disposed by the appropriate authority. At the latest, suspension shall be continued until final disposition of the allegation. Within this time window, as appropriate, the MTL's or military member TTI's squadron commander shall first discover whether the allegation was unsubstantiated or substantiated as determined by appropriate disposition authorities. If the allegation is unsubstantiated, the suspension shall be lifted and the member notified.

7.2.5. **(Added-2AF)** If the allegation is substantiated, the squadron commander shall choose between the following options: temporary decertification until completion of remedial training or permanent decertification. The squadron commander must consider the AFECDD SDI 8B100 retention criteria or other appropriate eligibility guidance when deciding between temporary or permanent decertification. Remedial training may begin immediately, and temporary decertification has no minimum required duration.

7.2.6. **(Added-2AF)** The initial period of suspension, along with the resulting determinations regarding decertification, shall be documented via memorandum containing, at minimum, the information provided in Attachment 2. Such memoranda shall be retained in a member's PIF in accordance with governing guidance. The squadron commander has the

discretion to maintain such memoranda relating to an unsubstantiated allegation in the member's PIF with documentation as to why the allegation was unsubstantiated, or to remove these memoranda from the PIF.

7.2.7. **(Added-2AF)** Upon law enforcement and judge advocate advice, in order to facilitate investigation or to protect victims, witnesses, or other personnel, commanders may remove a member from MTL or TTI duties without providing formal notification in accordance with these instructions. The member should be provided formal notification as soon as practicable and suspension documentation completed and filed as described in this guidance.

7.3. (Added-2AF) Civilian or Contractor Technical Training Instructors. Upon any allegation of an unprofessional relationship as defined in this instruction or trainee abuse, if the subject is a civilian or contractor TTI, the squadron commander shall consult with a judge advocate and either civilian personnel or contracting office in order to determine an appropriate course of action. Ensuring student and trainee safety shall be given the highest priority in determining an appropriate course of action.

DARRYL L. ROBERSON, Lieutenant General, USAF
Commander

(2AF)

ROBERT D. LABRUTTA, Major General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References*****Laws and Regulations Defining Standards of Conduct:**

10 United States Code §§801-946, Uniform Code of Military Justice

DoDI 1304.33, *Protecting Against Inappropriate Relations During Recruiting and Entry Level Training*, 28 January 2015

AFI 36-2909, *Professional and Unprofessional Relationships*, 1 May 1999

AFPD 1, *Air Force Culture*, 7 August 2012

AFI 1-1, *Air Force Standards*, 7 August 2012

AFPD 36-29, *Military Standards*, 24 September 2014

AFI 36-704, *Discipline and Adverse Actions*, 22 July 1994

Regulations Governing Recruiting, Education, Accessions, and Training Environments:

AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs (ECPS)*, 23 October 2008

AFI 36-2201, *Air Force Training Program*, 15 September 2010

AFI 36-2301, *Developmental Education*, 16 July 2010

AFI 36-3003, *Military Leave Program*, 11 May 2016

AFMAN 36-2643, *Air Force Mentoring Program*, 1 May 2013

AFROTCI 36-2010, *Cadet Training Programs*, 1 December 2014

AFRSI 36-2001, *Recruiting Procedures for the Air Force*, 1 August 2012

AETC *Recruiting, Education, Accessions, and Training Oversight Council (REATOC) Charter*, 20 December 2016

Previous Versions of AETCI 36-2909:

AETC Guidance Memorandum to AETCI 36-2909, *Recruiting, Education, Accessions, and Training Standards of Conduct*, 1 June 2017.

AETCI 36-2909, *Recruiting, Education and Training Standards of Conduct*, 2 December 2013

AETCI 36-2909, *Professional and Unprofessional Relationships*, 2 March 2007, with AETCI Guidance Memorandum to AETCI 36-2909, 13 March 2013

AETCI 36-2909, *Professional and Unprofessional Relationships*, 2 March 2007

Relevant Legal and Personnel Regulations:

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004

AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005

Relevant Forms:

DD Form 2982, *Recruiter/Trainer Prohibited Activities Acknowledgement*, January 2015

DD Form 2983, *Recruit/Trainee Prohibited Activities Acknowledgement*, January 2015

Other Relevant References:

AFI 36-2608, *Military Personnel Record System*, 26 October 2015

AFI 36-2907, *Unfavorable Information File (UIF) Program*, 26 November 2014

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

(Added-2AF) 2 AF Form 4, *Military Training Instructor/Leader and Other Enlisted Initial Skills Training Instructor Abuse of Power Agreement*

(Added-2AF) 2 AF Form 3, *Other Training Group/Squadron Faculty and Staff Abuse of Power Agreement*

(Added-2AF) 2 AF Form 1, *Rights and Duties of an U.S. Air Force Trainee and Student*

This instruction does not prescribe any forms.

Adopted Forms

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACSC—Air Command and Staff College

AFIT—Air Force Institute of Technology

AFOSI—Air Force Office of Special Investigations

AFRIMS—Air Force Records Information Management System

AFROTC—Air Force Reserve Officer Training Corps

AFRS—Air Force Recruiting Service

AFSC—Air Force Specialty Code

ALS—Airman Leadership School

(Added-2AF) **AMR**—Alleged Misconduct Report

ANG—Air National Guard

(Added-2AF) **AST**—Advanced Skills Training

AU—Air University

AWC—Air War College
BMT—Basic Military Training
BPC—Building Partnership Capacity
(Added-2AF) CMR— Consolidated Misconduct Report
CO—Contracting Officer
COT—Commissioned Officer Training
DOD—Department of Defense
DRG—Direct-Report Group
(Added-2AF) EOC— End of Course
GCMCA—General Court-Martial Convening Authority
IG—Inspector General
IP—Instructor Pilot
MAC—Mission-Area Commander
MEPS—Military Entrance Processing Station
MICT—Management Internal Control Toolset
MTI—Military Training Instructor
MTL—Military Training Leader
MTF—Medical Treatment Facility
NCOA—Noncommissioned Officers Academy
OPR—Office of Primary Responsibility
OT—Officer Trainee
OTS—Officer Training School
PIF—Personnel Information File
PCE—Professional Civilian Education
(Added-2AF) PII— Personally Identifiable Information
PME—Professional Military Education
PWS—Performance Work Statement
RAP—Recruiting Assistance Program
RCOT—Reserve Commissioned Officer Training
RDS—Records Disposition Schedule
REATOC—Recruiting, Accessions, Education, and Training Oversight Council
SARC—Sexual Assault Response Coordinator

SNCOA—Senior Noncommissioned Officers Academy

SOS—Squadron Officers School

SPCMCA—Special Court-Martial Convening Authority

TDY—Temporary Duty

TFOT—Total Force Officer Training

TTI—Technical Training Instructor

(Added-2AF) TTMS— Technical Training Management System

UCMJ—Uniform Code of Military Justice

UIF—Unfavorable Information File

UPT—Undergraduate Pilot Training

USAFA—United States Air Force Academy

USAFR—United States Air Force Reserve

Terms

Academic Integrity—Uncompromising adherence to a code of ethics, morality, conduct, scholarship, academic standards, and other values related to academic activity.

Academic Integrity Violation—Intentionally providing and/or receiving improper assistance on academic assignments, examinations, or research efforts.

(Added-2AF) Advanced Skills Training—Students, whether officer or enlisted, who have completed accessions and Initial Skills Training and have an awarded AFSC or another service's equivalent. These students are attending 2 AF advanced or supplemental courses or are cross-training into a new career field.

Applicant—Any person who informs a recruiter that he or she is interested in joining the Air Force. Applicant status: (1) terminates upon signing of the enlistment, appointment, or commissioning contract; (2) continues as long as the applicant pursues entrance into the Air Force; or (3) continues until the applicant is notified in writing of permanent disqualification.

Cadet—Personnel in training in AFROTC or TFOT. Cadets include personnel fully enrolled in the AFROTC program, including breaks in training; personnel temporarily in AFROTC medical review status; and personnel undergoing an AFROTC disenrollment investigation or awaiting a disenrollment decision. Cadets do not include university students enrolled in AFROTC courses in an academic status only. Cadets include personnel awaiting TFOT, including breaks in training; personnel eliminated from TFOT and awaiting disenrollment or return to a home unit; or personnel awaiting officer initial skills training after completing TFOT, including Active, Reserve, and Guard component personnel returning to permanent duty station or home of record between TFOT and officer initial skills training. United States Air Force Academy Cadets are assigned to USAFA and are not subject to this instruction, unless temporarily assigned to AETC activities.

Course of Instruction—Professional Military Education and Developmental Education programs designed to educate members, including, but not limited to: Airman Leadership School

(ALS), Noncommissioned Officers Academy (NCOA), Senior Noncommissioned Officers Academy (SNCOA), Squadron Officers School (SOS), Air Command and Staff College (ACSC) and Air War College (AWC). Education courses of instruction are distinct from training programs.

Direct-Report Group Commander—A group commander (or equivalent) who reports directly to a general court-martial convening authority, rather than to a wing commander (or equivalent) with special court-martial convening authority.

Enlisted Initial Skills Training—A formal school course that results in an AFSC 3-skill level award for enlisted personnel.

Education and Training Abuse—Maltraining, maltreatment and cruelty, and hazing.

Immediate Family Member—Parents, siblings, spouse, and children, including step-relations.

Instructor—Officer, enlisted, civilian, and contract personnel who design, develop, deliver, and assess learning of AETC trainees, cadets, and students. Instructors include military training instructors; military training leaders; technical training instructors; Officer Training School instructors in the Total Force Officer Training, Commissioned Officer Training, and Reserve Commissioned Officer Training programs; Air Force Reserve Officer Training Corps instructors and cadre members; instructor pilots; professional military education and professional civilian education instructors; developmental education instructors; contract instructors; and other instructors of trainees, cadets, and students.. This category does not include staff or installation support personnel, as defined in this instruction.

Mission-Area Commander—AETC MACs are 2 AF/CC, 19 AF/CC, AU/CC, 59 MDW/CC, and AFRS/CC. In the event of re-designation or re-nomenclature, the MAC responsibility shall continue to the commander of the successor organization.

Officer Initial Skills Training—A formal school course that provides skill sets required to be successful in an awarded AFSC. Skill sets range from technical skills to managerial skills. Unlike enlisted initial skills training, officer initial skills training may not be AFSC awarding, but is used in conjunction with experience, on-the-job training, and other supplemental training to provide required skill sets.

Officer Trainee—Personnel attending COT or RCOT; personnel awaiting COT or RCOT, including breaks in training; personnel eliminated from COT or RCOT and awaiting discharge; and personnel awaiting officer initial skills training after completing COT or RCOT, including Active, Reserve, and Guard component personnel returning to permanent duty station or home of record between COT or RCOT and officer initial skills training.

Personal, Social Contact—Any contact for other than official, professional, and/or organizational purposes.

Personal, Social Relationship—Any relationship for other than official, professional, and/or organizational purposes.

Professional Relationship—Interpersonal relationship consistent with Air Force Core Values: Integrity First, Service Before Self, and Excellence In All We Do. AETC encourages recruiters, instructors, staff, applicants, recruits, trainees, cadets, and students to communicate freely regarding their careers, classroom performance, duties, and missions. This type of communication enhances performance, morale, and discipline and improves the training

environment. At the same time, it preserves proper respect for authority and focuses on the mission.

Recruit—An individual who signs an enlistment, appointment, or commissioning contract. Recruit status terminates upon entry into the Air Force, withdrawal of selection, permanent disqualification, or recruit-initiated termination of processing.

Recruiter—Officer, enlisted, and civilian personnel whose primary duty is to recruit Air Force enlisted members, officers, or officer candidates (including OTS, health professions programs, AFROTC, and other officer accession programs). Recruiters include: accessions recruiters, Military Entrance Processing Station liaison NCOs, production supervisors, flight chiefs, production superintendents, recruiting squadron or detachment staff, AFROTC admissions liaison officers, liaison officer directors, regional directors of admissions, assistant regional directors of admissions (commonly referred to as “gold bars”), and unit admissions officers.

Staff—Non-instructor personnel assigned to a training or education environment, either permanently or temporarily, who have direct contact with trainees, cadets, or students (for example, medical professionals assigned to a clinic supporting Basic Military Training; AFROTC administrative assistants, and unit admissions officers; and any commanders, superintendents, and first sergeants who have direct contact with trainees, cadets, or students). This category does not include instructors or installation support personnel, as defined in this instruction.

Student—Personnel assigned to or on temporary duty to AETC bases, wings, detachments, or schools to attend technical training (including enlisted or officer initial skills training, supplemental or advanced training, and retraining) or educational (credit-bearing or non-credit) courses of instruction. Students include personnel attending technical training schools, PME, PCE, developmental education, UPT, and AFIT in-resident and civilian institution programs. Students also include personnel enrolled in AU nonresident courses (distance learning).

Trainee—Personnel attending BMT; personnel awaiting BMT, including breaks in training; personnel eliminated from BMT and awaiting discharge; and personnel awaiting enlisted initial skills training after completing BMT, including personnel attending Airmen’s Week; and Active, Reserve, and Guard component personnel returning to permanent duty station or home of record between BMT and enlisted initial skills training.

Training—Programs of accession, initial skills, and technical training, including, but not limited to: BMT, technical training, AFROTC, OTS, COT, SUPT, and similar AFSC-awarding courses or pipelines. Training programs are distinct from education courses of instruction.

Unprofessional Relationships—Relationships that detract from the authority of instructors, staff, and recruiters or result in (or reasonably create the appearance of) favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests. Unprofessional relationships covered by this instruction include those between instructors, staff, recruiters and applicants, recruits, trainees, cadets, and students.

Attachment 2 (Added-2AF)

SAMPLE SUSPENSION/DECERTIFICATION MEMO

Figure A2.1. (2AF) Sample Suspension/Decertification Memo IAW Paragraph 7.2.6.

MEMORANDUM FOR _____ Date _____

FROM: _____/CC

SUBJECT: Temporary Suspension as Military Training Leader [or Technical Training Instructor]

1. As of _____, you are temporarily suspended from your duties as a military training leader [or technical training instructor] because of an allegation of misconduct. During this suspension, you are prohibited from any contact with non-prior service (NPS) Airmen. If you find that you have unintentionally contacted a NPS Airman, you will report this contact to the first sergeant or to me immediately. If your duties require any contact with a NPS Airman, you will contact me or the first sergeant to have your duty altered or obtain a written exception.

2. [MTL ONLY. During the period of suspension, you will discontinue wear of the blue aiguillette and any MTL-specific PT gear.] This suspension is precautionary and non-punitive, and is not based on substantiation of any misconduct. This suspension is a temporary measure, and will only continue until such time as I am prepared to render a decision regarding your return to duty. You are entitled to a status update on your suspension every 30 days.

3. You will acknowledge receipt of this suspension and the orders contained herein. This letter will be filed and maintained in your Personnel Information File (PIF) and maintained IAW AFI 36-2608, *Military Personnel Record System*, and command policy.

SIGNATURE BLOCK

1st Ind, _____ MEMORANDUM
FOR _____/CC

Receipt and understanding acknowledged on _____ at _____. I understand that I am prohibited from intentional contact with trainees or students except with written waiver, am required to report unintentional contact, [MTL ONLY: and must discontinue wear of the blue aiguillette and MTL-specific PT gear during this period of suspension.]

Signature, Rank

2d Ind, _____/CC DATE: _____

MEMORADUM FOR: _____

The allegation underlying your suspension has been disposed. After consideration of this disposition, and the standards for performance of MTL: [or TTI] duty [MTL ONLY: described by the Air Force Enlisted Classification Directory, Special Duty Identifier 8B100, *Military Training Leader*], I make the following determination:

- _____ Remove the suspension without remedial training;
- _____ Require remedial training prior to removal of the suspension;
- _____ Continue the suspension and permanently decertify you for performance of MTL [or TTI] duties.

Receipt and understanding acknowledged on _____ at _____

Signature, Rank

3d Ind, _____/CC

_____ has completed their remedial training, and I have returned them for duty as a MTL [or TTI] and withdrawn their suspension on _____ at _____.

SIGNATURE BLOCK

Attachment 3 (Added-2AF)**SAMPLE TRAINEE IN-BRIEF**

A3.1. (2AF) Sample Trainee In-Brief IAW Paragraph 6.4.

A3.2. (2AF) Please note that only the information herein, not the precise language, is mandatory

A3.3. (2AF) [TT ONLY] Be aware, MTIs should not contact you in any way upon graduation from BMT or upon arrival here at technical training, except for official reasons.

A3.4. (2AF) [ALL] You will ensure your relationships with MTIs, MTLs, TTIs and staff, to include DoD and international personnel, either military, civilian or contract, are professional. These professional relationships should continue throughout your entire period of training or instruction received here in technical training, and further until you report to your permanent duty assigned and have been in the Air Force more than 180 days. If any of these individuals must counsel you one-on-one in private (i.e., behind closed doors), another permanent party staff member (or leadership rope if a permanent party member is not reasonably available) of the same gender as you will be present. Furthermore, you must maintain these professional relationships until six months after you complete initial skills training.

A3.4.1. **(2AF)** Similarly, you will not establish, develop, attempt to develop or conduct a social, personal, intimate or sexual relationship with MTIs, MTLs, TTIs or staff. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing and engaging in sexual activities. Prohibited personal, intimate or sexual relationships include those unprofessional relationships, that are conducted in person and/or via cards, letters, e-mails, telephone calls, social media (e.g., Twitter, Facebook, YouTube), photographs and any other means of communication.

A3.5. (2AF) If an MTI, MTL, TTIs or staff member attempts to contact you for other than official business, immediately contact your chain of command or the Sexual Assault Response Coordinator (SARC) at XXX-XXXX, or the 2 AF Abuse Hotline at DSN 487-4007 or commercial (210) 652-4007.

Attachment 4 (Added-2AF)

INFORMATION FOR POSTERS/CARDS IAW **PARAGRAPH 6.5.1.AND 6.5.2.**

Figure A4.1. (2AF) Information for Posters/Cards.

We Need Your Vigilance! Use Your Hotlines to Report:	
<ul style="list-style-type: none">• <i>Unprofessional Relationships</i>• <i>Inappropriate Social Contacts</i>• <i>Verbal / Physical Abuse</i>	Call the 2 AF team, 24/7 DSN 487-4007 or (210) 652-4007
<ul style="list-style-type: none">• <i>Sexual Assault</i>• <i>Sexual Offenses</i>	Contact your local SARC or DoD SAFE helpline at (877) 995-5247, text: 55-247, or www.SafeHelpline.org
We are seeking your help in providing information and helping us to eradicate abuse and maltreatment in the Air Force.	
Reports can be made anonymously!	